

NECK OF THE WOODS

Center Based Infant - Preschool Childcare & School
Age Enrichment Programs



Family & Caregiver Guidebook

Revised June. 2023

Neck Of the Woods (NOW)

1673 Main Street

Waitsfield, Vt. 05673

Phone: (802) 496-6689

Email: info@neckofthewoodsvt.com

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PHILOSOPHY AND VALUES

WELCOME TO NECK OF THE WOODS

At Neck of the Woods, we firmly believe in a strengths-based approach to education and learning, to social and emotional growth for children as well as their families and communities. Here, in the heart of the Mad River Valley of Vermont, we see ourselves as a vital thread woven into the tapestry of our community. With a child-centered approach to teaching a sense of place, a sense of self, and a sense of wonder, we encourage deep communication skills, collaborative play (& work!), natural affinity-building, academic growth, and holistic wellness. With inspiration from the Reggio Emilia approach to education, in connection with Howard Gardener's Multiple intelligences, we strive to provide a high quality, developmentally appropriate environment. Our environment and our curriculum values the rights of children, emphasizes respectful communication, empowerment and resilience as key pieces of a healthy child that grows into a happy, healthy and well-adjusted adult.

THE 6 FOUNDATIONAL PILLARS OF NOW'S PROGRAMMING

Community

The bedrock of our values is the idea that Neck of the Woods is an integral part of our community. This includes understanding our role as partners to parents, caregivers, families, schools, and other community organizations that help grow children and families. As such, we seek to partner with parents, schools and community organizations to best support children and provide enrichment for children and families as they grow.

Support

Individuals, families and children face challenges throughout life. As a connected support system for families, community and staff, Neck of the Woods is a resource to assist in navigating difficult situations. This may come in the form of skill-building classes, parenting/community support groups and trainings, and this will include connecting children, families and staff to the right help outside of our organization. NOW strives to

- support the mental health and well-being of families, community and staff.
- provide staff with a livable wage

- recognize that a liveable wage and affordable childcare are two very important factors that play a vital role in the health and well-being of our families, staff and children.

Empowerment

Neck of the Woods harnesses growthful empowerment in children, families, community and staff through self discovery and skill-building techniques. The modeling of strong communication, engaging environments with opportunities to contribute strengths and exercise new skills are tools used at NOW to strengthen and empower children and families. Included in our curriculum are conflict resolution techniques, empowerment of children so they are able to grow, learn, take risks, make mistakes, and master new learning opportunities.

Resilience

Neck of the Woods offers a model for working through difficult moments, not only for the children we serve, but for staff and families as well. The ability to recover and rebound from difficult or challenging experiences is a key component to becoming a successful adult and community member. It is our hope that through practice and modeling both adults and children involved in our community will be able to foster resilience, and to find strength within themselves and also within a community that rallies together and supports one another.

Empathy

Neck of the Woods firmly believes that beyond all else the most important skill we teach is empathy. Like any muscle, empathy is something that must be practiced and exercised to grow and define. Empathy is a skill that, when developed, opens the door for healthy communication, positive relationships, growthful experiences and more opportunities throughout life.

Environmental Sustainability

We at Neck of the Woods are lucky enough to have stumbled on an offer to own a beautiful campus along the Mad River, with 11 acres, solar panels, and a building built to eventually be netzero. While we move in that direction, we believe that climate change must inform our decisions about infrastructure, programming, planning, and how we teach about the future. Children are aware, and we do them no service by hiding this change from them; rather, we work to give hope for the future by being proactive. Further, we ascribe to David Sobel's theory of place-based education and E.O. Wilson's biophilia, as described by Sobel, here:

“Nature programs should invite children to make mud pies, climb trees, catch frogs, paint their faces with charcoal, get their hands dirty and their feet wet. They should be allowed to go off the trail and have fun. Second, environmental educators need to focus way more on hands-on experience with children and way less on systematic knowledge. Or at least understand that systematic knowledge can emerge organically from lots of hands-on experience.”

(<https://orionmagazine.org/article/look-dont-touch1/>)

Through hands-on experience in the natural world, children learn to love and care for the earth, and Sobel asserts, evidence shows they later come to fiercely protect what they love. By making the simple tasks of ecological stewardship routine and unemotional, we make protecting the environment part of our day and make it automatic. When we add in the love of nature & deep understanding of ecology developed through experience, children are equipped to tackle climate change in their own ways, and we get to re-experience the joy of discovery along the way, as they share their finds and adventures with all of us.

ROLE OF ENVIRONMENT

The environment is set up to be enticing, engaging, and to create meaningful interactions with peers, adults, and materials. Materials are selected to spark learning and curiosity, and may include traditional toys, real life objects, natural materials and loose parts. The natural world, our 11 acre parcel of land, field trip facilities, and our Moretown School and Harwood Middle School collaboration. School, town and field trip locations are central pieces of our programming, from infancy through school-age summer camps.

ROLE OF TEACHER

We see the adults at NOW as being guides, narrators, and facilitators for children to explore with, mirror, observe, and make connections with. Teachers not only provide learning experiences, but model behaviors and give words for emotions, express themselves so children learn to share their own thoughts and feelings, and help children take ownership for their own minds, hearts, and bodies. Adults model collaboration with one another and parents, as well as with children, and help children to collaborate with one another. Adults provide experiences where children can be self-directed and be successful.

We align our curriculum model with the Multiple Intelligence theory of Howard Gardner,

and project-based teaching theories such as Emergent Curriculum and Reggio Emilia. Early Childhood Education theory is often changing and shifting, and best practices include utilizing the Vermont Early Learning Standards, developmentally appropriate practices, and current research on education, psychology, and brain-based learning. Teachers also observe children across their abilities, using informal and formal assessments, recording skills, and watching the hard work of play.

ROLE OF CHILD AS LEARNER

Children of all abilities and interests are active, engaged, and determined learners bursting with curiosity and potential. They are contributing members of society, home, and school, and all have the right to their education. Special rights are afforded to those who need extra in order to access their right to an education. Children learn through play and imagination, and this work of childhood is to be respected and honored. At NOW it is important to us that children are given the opportunity to engage in enrichment activities that will help them to see their natural affinities, try new things and have ample experiences to learn and grow as individuals. Our programs work hard to create ample opportunities for this growth and development and will be sharing enrichment opportunities in a calendar to families in the fall of 2024 and inviting families and the community to join in on enrichment activities as they are able.

FAMILY ENGAGEMENT

Here at Neck of the Woods, we encourage families and the community to engage with us, our program and their children. No parent or caregiver will ever be denied access to their child, at any time, unless there is a legal reason to do so.

We see NOW as a piece of the larger Mad River Valley community, and we recognize families as valued, essential partners in the systems that support young children's development, learning, and wellness. We encourage caregivers to share their skills, talents, time & effort with our center, and always welcome input about ways we can better support families. We also encourage families and community members to share their talents and skills with children and families as an enrichment club/theme teacher that will be coordinated with our Enrichment coordinator whenever these opportunities arise.

Parent/ Teacher Communication

A summary of the day's activities may be posted on white boards in your child's classroom each day, and/or posted via our childcare management app (Brightwheel). This lets parents know what ideas are being explored, as well as specific activities that have been done and what is being planned for the weeks ahead. This can be a good "jumping-off point" for talking with your child about the day's events, as well as finding

other things to do at home that relate to what's happening at NOW.

Staff for infant and toddler programs will be entering children's diapering/toileting, eating and sleeping activities throughout the day. Notices, messages and pictures may not be posted or answered until each classroom's rest/break time daily. If you have an emergent need to get in touch with a classroom teacher outside of your child's classroom rest time, please call our office, 802-496-6689.

Families and communities will be invited to participate in enrichment activities throughout the year. An enrichment calendar will be sent out as a live document that will indicate which enrichment activities are coming up and correspondence regarding participation and requirements to participate in such activities will be sent to families and communities.

Quarterly our center-wide newsletter will be sent in an email.

Staff are permitted to use cell phones ONLY for Brightwheel communication and documentation and in an emergency or when "off-site" in case of an emergency.

Staff are not permitted to give their cell phone numbers to parents/guardians, and if parents/guardians already have staff cell phone numbers due to friendships or relationships outside of Neck of the Woods, those cell phone communications are not permitted during Program hours. All communication regarding Neck of the Woods or care being provided for children and families must take place using the landline phone, Brightwheel or emails specific to Neck of the Woods staff.

Conferences

Parent Conferences are offered in both the Fall and Spring and are an opportunity to discuss your child's development. However, a conference can be arranged at any time to address any important information or communication that must be discussed regarding a child in our care.

Differences and Inclusion

We define diversity as inclusive of race, ethnicity, socioeconomic status, gender identity, sexual orientation, family structure, neurodiverse learning styles, age, ability, nationality, immigration status, physical appearance, religion, belief systems, language, and more. A diverse, inclusive, and respectful community enhances the academic and emotional intelligence of all students and lays the foundation for them to make a change in meaningful and mindful ways.

We believe that inclusion of all kinds enables us to better understand ourselves and others, value multiple lived experiences, practice advocacy, and become activists towards creating a more just and equitable world.

Differences lift us.

Holidays:

We believe in respecting and celebrating the families we serve, and recognize that this means there may be a range of holidays, celebration styles, and important traditions in our NOW family. Some teachers are more comfortable than others bringing holiday traditions to the classroom, but all families are always welcome to share about their culture, history, and unique experiences with the classmates in their child's group. We also welcome parents who wish to share a teaching experience or project about their cultural history with NOW.

Racism:

Racism of any kind at any time will not be tolerated. That said, we recognize that expressions of racism are a teaching opportunity, and we will use it as such. Here at Neck of the Woods, we believe that Black Lives Matter. We recognize the systemic racism within this country and will continue to educate our students about these injustices. We, as an organization, are making a commitment to continue to examine our own personal biases and to promote inclusion here at Neck of the Woods through employment opportunities, enrollment, and challenging systemic racial issues wherever we see them.

HOW WE EMPOWER CHILDREN

Classroom and Behavior Management:

Our center, programs, culture and philosophy promotes growth and learning in all children of all abilities, backgrounds, and differences based on their personal strengths. Inspired by the idea that all children encompass multiple intelligences and everyone has strengths to share, we manage behaviors from a positive perspective. We view the environment and curriculum as an additional teacher. A carefully planned space and activities lead behaviors naturally in a positive direction, where children are allowed to shine and show their best selves. Further, we recognize that negative or disruptive behaviors are an expression of needs and wants, and we can help children to meet such needs in a safe and appropriate manner.

In the Early Childhood Program this may look like redirection, gentle reminders, adult intervention, talking through a situation, or removing a child from an unsafe environment. We see young children as unique individuals who are learning what it means to express themselves, get their needs met, and engage with others. Rather than forced apologies, we put the focus on checking in with one another around feelings and safety, followed up by asking what we can do to work towards a solution together (time ins, not time outs). For young children this is often an apology, or a hug, or the sharing of a toy. Working through the process helps them to name & share their emotions, hear others, and to work collaboratively to support a safe and welcoming space for all.

When difficult situations arise with older children, adults observe to see if children are able to handle the situation themselves, and follow up by making observations about what went well. Solutions may include redirection, engaging children in creating solutions, and encouraging them to take ownership over their own behavior and the effect it has in their learning environments. We utilize systems for conflict resolution that we call “fire breaks”, as well as restorative circles. A “fire break” is a tiered process that allows children to step away from the group, and center themselves, and then to share with an adult and other children involved how they perceived the situation. We also ask them to check in with others and ask how they are feeling. Together, they will then work on solutions. Restorative circle practice allows a larger group of children to come together to find solutions to problems as a team, using agreements and solution oriented prompts. Adults are present to help as needed through all conflict resolution, but children lead so that the solution is authentic, positive, and easily implemented.

At all times, safety and respect are non-negotiables, and we work to help children understand what that means, and what it looks like. We expect that they may forget, have questions, need guidance, and make mistakes. Through these processes we are able to help children bloom into compassionate, respectful, resourceful and responsible young people. We also ensure that if a child is using a language of aggression towards staff or children and planned procedures used by staff and Directors are not effective, then a new plan will need to be implemented for the child to have success in programming. This does occasionally mean that a family may be asked to reduce the amount of time a child attends programming to give them smaller portions of time in attendance so that they may find success more easily, in the hopes that their time can be gradually extended in a positive growth pattern. This also does sometimes mean that the Neck of the Woods programming may not be the appropriate fit for a child if NOW does not have the staffing to support a child who needs one on one support and guidance.

Biting Policy: In children under age three, biting is a typical behavior that occurs. There are numerous reasons why a child might bite: instinct, a result of a lack of words or maturity to express needs and wants, sore teeth, cause and effect exploration, imitation, satisfying an oral-motor need, in self-defense, to communicate hunger or fatigue or another need, to communicate difficult emotions, and even to get attention at times. Punishment does not stop biting behavior. Multiple strategies can be used, based on the reason behind the biting. Biting will always be responded to quickly, and the child who has been bitten will be attended to. Both children's needs for safety and security will be attended to, and children will be removed from one another. Adults will always be close at hand, and will be able to move quickly to deal with any emergency situation, including biting. For very young children, alternatives will be provided for biting into, such as teether toys. All toys will be disinfected before being offered to any other child. Parents of children will be contacted as soon as reasonably possible to be informed about the incident.

In children over age three, biting is not a typical behavior and if biting occurs a meeting and determination of needs will be required between staff and parents.

HISTORY OF NECK OF THE WOODS

Neck Of the Woods (NOW) started in 2012 as Moretown Education Center for All (MECA), a childcare, after school program and summer camp based in the Moretown Elementary School. MECA started with twenty-five preschool and school age children, and grew over eight years to accommodate fifty-six preschoolers and ninety-five school age children by 2019 with summer camp serving one hundred and fifty children. As the program grew, it became time to expand to a space where creating more opportunities was possible for more families, children and skilled staff looking to work in the field in a larger setting.

When the coronavirus pandemic upended everyone's lives, MECA became Neck Of the Woods, a non profit child care organization. Neck of the Woods was able to provide safe summer programming for families during the start of the pandemic and in doing so, ensured parents would have child care support by continuing to provide children with opportunities for social, emotional and developmental growth in a safe environment. Neck of the Woods partnered with the Mad River Valley Community Fund to work together to reach local families in need of support and enrolled 120 children ages 3-12 in summer camp programming across the Valley including the former Small Dog building adjacent to the Mad River in Waitsfield. Since that time, NOW has purchased the property and begun work to upgrade the campus, including the main building, a warehouse, and the surrounding 11 acres of land complete with trails and a large solar

array that will eventually provide for all energy needs at NOW. At this time Neck Of the Woods houses programs for infants through preschool, partners with the Moretown School to provide an after-school enrichment program, and youth leadership opportunities. The future will include training and support groups for parents and families, teen programs, collaborations with local mental health and education service providers, as well as classes for community members.

WHAT IS NOW?

A Center Comprised of:

EARLY CHILDHOOD PROGRAMS

- *Year-round childcare for children from 6 weeks of age to Kindergarten*
- *Research-based best practices for early childhood development*
- *A focus on enriching the whole child through emergent curriculum*
- *Nurturing deep relationships in children and adults*
- *Cultivating brain-body connection*

AFTER SCHOOL & SUMMER CAMP CARE

- *School age children from entering Kindergarten to 6th grade students*
- *Middle school Leadership Training summer opportunities combined with playful summer camp experiences*
- *A focus on strengths based education in the outdoor environment*
- *Problem and project based themes, derived from children's interests and passions*
- *Leadership and empowerment through camp positions working with younger children*

AFFINITY-BASED ENRICHMENT OPPORTUNITIES FOR YOUTH

- *Student led clubs and activities*
- *Development of leadership skills*
- *Opportunities for community service*
- *Integrated arts in fine arts, drama, music, dance, yoga, and more*
- *Community kitchen*

SUSTAINABLE CAREERS FOR STAFF

- *Working towards a livable wage for all employees*
- *A strong focus on the mental health and wellbeing of every employee*
- *A commitment to provide continued high-quality education and training*

WHO WE ARE AND HOW TO CONTACT US:

- General Info/Enrollment/Neck of the Woods Office
 - <https://www.neckofthewoodsvt.org/>
 - info@neckofthewoodsvt.com - Please use this email for Summer 2023 and all enrollment inquiries
 - Phone: (802) 496-6689 - Goes directly to Katie's cell
 - Brightwheel Application (Family Communication App)
- Executive Director: Moie Moulton
 - mmoulton@neckofthewoodsvt.com
- Assistant Director: Katie DeFreest
 - kdefreest@neckofthewoodsvt.com
- Bookkeeper: Laure Murphy
 - bookkeeper@neckofthewoodsvt.com
- Director of Early Childhood Education: Suzanne Gardner
 - sgardner@neckofthewoodsvt.com
- Director of School Age (K - 6th Grade) Programming: Larissa Darias
 - ldarias@neckofthewoodsvt.com
- Brambles Classroom (4 & 5 year old Preschool Program):
 - brambles@neckofthewoodsvt.com
- Inverness Classroom (Older 2 & 3 year old Preschool Program):
 - inverness@neckofthewoodsvt.com
- Dominoes Classroom (2 year old Program)
 - dominoes@neckofthewoodsvt.com
- Tumblers Classroom (1 year old Program)
 - tumblers@neckofthewoodsvt.com
- Rumbles Classroom (6 weeks - 1 year old Program)
 - rumbles@neckofthewoodsvt.com

HOURS OF OPERATION:

*Neck of the Woods Early Education (Infant - Preschool) AND Summer (Infant - 6th Grade) Programming is licensed to be open Monday through Friday weekly, 7:45 a.m. to 4:45 p.m.

Strict Pick Up Policy: As many childcare/after school/summer programs are having to close their doors due to staffing issues, overextension and burnout, NOW strives to continue to run at as close to a full wrap around work day for families as is possible. Staffing issues, overextension and burnout are very common in childcare centers, after school and summer programs and we strive to recognize this and keep this from happening in our programs by ensuring that our staff work only the hours they are scheduled to work, and no more than this. We value our staff and their personal time and have a VERY STRICT opening and closing policy:

For those enrolled in Early Education (Infant - Preschool) Full Day Programming: Our doors open at 7:45 am year round, which means that children and families are welcomed into programming AFTER 7:45 am daily. Our doors close at 4:45 pm, which means that children and families have said their farewells to NOW staff and friends for the day BEFORE 4:45 pm daily and staff are locking up and heading home at that time.

For those enrolled in After School (K-6th Grade) Programming: Children will either ride the bus to After School or walk from their classroom to the after school program at school dismissal each day. Our after school doors close at 5:00 pm, which means that children and families have said their farewells to NOW staff and friends for the day BEFORE 5:00 pm daily and staff are locking up and heading home at that time.

(Please see "Scheduling and Tuition for our late pick up fee policy).

Program Locations:

Early Childhood Education School Year & Summer Programs: Ages 6 weeks to 5 years

Neck of the Woods
1673 Main Street
Waitsfield, Vt. 05673

School Age Aftercare Programs (end of Aug. - beginning of June): Ages 5 - 12 years
Moretown Elementary School

940 Vt. Rte 100b
Moretown, Vt. 05660

School Age Summer Programs (June 26th - August 11th): 1st - 5th grade - based on grade entering in the fall of the upcoming school year

Harwood Union Middle School
458 Route 100
Moretown, Vt. 05660

- Information regarding the 2024 summer program will be available on the Neck Of the Woods website or by request from info@neckofthewoodsvt.com in the spring of 2024

All times and days of operation may be affected by state-mandated protocols, licensing requirements, weather, or state of emergency in the future, and any changes to staff to child ratios made by the state. Families will be informed if such changes occur as early on as possible to ensure families have as much time as possible to make arrangements for said changes.

NOW 2023/2024 Calendar

June 19th - 23rd, 2023 - Closed for prek-5th grade programming for summer orientation.

- Closed for infant/toddler on June 22nd & 23rd for Head Start Trainings

June 26th, 2023 - First day of summer camp!

July 3rd - 7th, 2023 - ALL Programs Closed

August 11th, 2023 - Last day of school age (1st - 5th grade) summer programs

August 18th, 2023 - Last day of Prek/K summer programs

August 21st - 25th, 2023 - Closed for prek-5th grade programming for school year prep.

- Closed for infant/toddler only on August 24th & 25th for Head Start Trainings

August 28th, 2023- First day 2023-2024 School year

September 4th, 2023 - Closed for Labor Day (all Programs)

September 29th, 2023 - Infant/Toddler Programs Closed for Head Start Trainings

October 6th, 2023 - School Age After School Programs Closed (no school for HUUSD)

October 9th, 2023 - Closed for Indigenous People's Day (all Programs)

October 27th, 2023 - Early Closure for Staff Professional Dev. (4pm all Programs)

November 20th & 21st, 2023 - School Age After School Programs Closed (no school for HUUSD)

November 22nd - 24th, 2023 - Closed for Thanksgiving Break (all Programs)

December 11th, 2023 - Infant/Toddler Programs Closed for Head Start Trainings

December 22nd, 2023 - Early Closure for Staff Professional Dev. (4pm all Programs)

- December 25th, 2023 - January 1st, 2024 - Closed for winter break (all Programs)
- January 15th, 2024 - Closed for Martin Luther King Jr. Day (all Programs)
- January 16th, 2024 - School Age After School Programs Closed (no school for HUUSD)
- January 26th, 2024 - Early Closure for Staff Professional Dev. (4pm all Programs)
- February 26th - March 1st, 2024 - Early Closure for February Break 3:30pm pick up for Early Education Programs (School Age Programs CLOSED)
- March 4th-5th, 2024 - Closed for Town Meeting (all Programs)
- March 15th, 2024 - Infant/Toddler Programs Closed for Head Start Trainings
- March 22nd, 2024 - School Age After School Programs Closed (no school for HUUSD)
- April 22nd - 26th, 2024 - Closed for April Break (all Programs)
- May 24th, 2024 - Early Closure for Staff Professional Dev. (4pm all Programs)
- May 27th, 2024 - Closed for Memorial Day (all Programs)
- June 17th - 19th, 2024 - Closed for prek-5th grade programming for summer orientation.
- Closed for infant/toddler on June 20th & 21st for summer prep

2023 Summer Itinerary for 1st - 5th Grades

Grade Entering in Fall 2023	Grades 1 & 2 (20 children)	Grades 1 & 2 (20 children)	Grade 3 (10 children)	Grade 3 (10 children)	Grades 4 & 5 (10 children)
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, June 26th	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 9:15a - 10:45a	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 10:45a - 12:15p	On-Site Team Building	FT: Enchanted Forest Transport: Van Time: 9:15 a-2:00p	FT: Hike Spruce Mountain Transport: Van Time: 9:15a - 3:15p
Tuesday, June 27th	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 9:15a - 10:45a	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 10:45a - 12:15p	FT: Enchanted Forest Transport: Van Time: 9:15a - 2:00p	On-Site Team Building	FT: Bike Day on Site
Wednesday, June 28th	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 9:15a -	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 10:45a -	On-Site Team Building	On-Site Team Building	FT: Swim @ Lareau Transport: Van Time: 10:00a - 3:00p

	10:45a	12:15p			
Thursday, June 29th	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: We Built This City: LEGO Teacher: Jason Stevenson Time: 10:15a - 11:15p FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p
Friday, June 30th	FT: VINS Nature Center Transport: Bus Time: 9:15a - 3:15p	FT: VINS Nature Center Transport: Bus Time: 9:15a - 3:15p	FT: VINS Nature Center Transport: Bus Time: 9:15a - 3:15p	FT: VINS Nature Center Transport: Van Time: 9:15a - 3:15p	FT: Twin City Lanes & Playground 2000 Transport: Van Time: 9:30a - 3:00p
Grade Entering in Fall 2023	Grades 1 & 2	Grades 1 & 2	Grade 3	Grade 3	Grades 4 & 5
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, July 10th	Theme: Inch by Inch, Row by Row: Gardening Teacher: Anna Stegemoeller Time: 9:15a - 10:45a	Theme: Inch by Inch, Row by Row: Gardening Theme Teacher: Anna Stegemoeller Theme Time: 10:45a - 12:15p	FT: Lots-O-Balls Transport: Van Time: 10:00a - 1:00p	On-Site Team Building	FT: Hike Stowe Pinnacle Transport: Time: 9:15a - 3:15p
Tuesday, July 11th	Theme: Inch by Inch, Row by Row: Gardening Teacher: Anna Stegemoeller Time: 9:15a - 10:45a	Theme: Inch by Inch, Row by Row: Gardening Theme Teacher: Anna Stegemoeller Theme Time: 10:45a - 12:15p	On-Site Team Building	FT: Lots-O-Balls Transport: Van Time: 10:00a - 1:00p	FT: Bike Day on Site
Wednesday, July 12th	Theme: Inch by Inch, Row by Row: Gardening Teacher: Anna	Theme: Inch by Inch, Row by Row: Gardening Theme Teacher:	On-Site Team Building	On-Site Team Building	FT: Swim @ Big Rock Transport: Time: 10:00a -

	Stegemoeller Time: 9:15a - 10:45a	Anna Stegemoeller Theme Time: 10:45a - 12:15p			3:00p
Thursday, July 13th	Theme: Inch by Inch, Row by Row: Gardening Teacher: Anna Stegemoeller Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: Inch by Inch, Row by Row: Gardening Theme Teacher: Anna Stegemoeller Theme Time: 10:45a - 11:15p FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p	FT: VINS Nature Center Transport: Van Time: 9:15a - 3:15p
Friday, July 14th	FT: Montshire Transport: Bus Time: 9:00a - 3:15p	FT: Montshire Transport: Bus Time: 9:00a - 3:15p	FT: Montshire Transport: Van Time: 9:00a - 3:15p	FT: Montshire Transport: Bus Time: 9:00a - 3:15p	FT: Smuggs Fun Zone Transport: Van Time: 9:00a-2:15p
Grade Entering in Fall 2023	Grades 1 & 2	Grades 1 & 2	Grade 3	Grade 3	Grades 4 & 5
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, July 17th	Theme: Clay Pots & Discs: Pottery Theme Teacher: Morgan Tewksbury Theme Time: 9:15a - 10:45a	Theme: Clay Pots & Discs: Pottery Theme Teacher: Morgan Tewksbury Theme Time: 10:45a - 12:15p	On-Site Team Building	FT: Sterling Pond Hike Transport: Van Time: 9:15a-2:30p	FT: Hike Millstone Trails Transport: Van Time: 9:15a - 3:15p
Tuesday, July 18th	Theme: Clay Pots & Discs: Pottery Theme Teacher: Morgan Tewksbury Theme Time: 9:15a - 10:45a	Theme: Clay Pots & Discs: Pottery Theme Teacher: Morgan Tewksbury Theme Time: 10:45a - 12:15p	FT: Sterling Pond Hike Transport: Van Time: 9:15a-2:30p	On-Site Team Building	FT: Bike Day on Site

Wednesday, July 19th	Theme: Clay Pots & Discs: Disc Golf Theme Teacher: Shane Tewksbury Theme Time: 9:15a - 10:45a	Theme: Clay Pots & Discs: Disc Golf Theme Teacher: Shane Tewksbury Theme Time: 10:45a - 12:15p	On-Site Team Building	On-Site Team Building	FT: Swim @ Bridge Street Transport: Van Time: 10:00a - 3:00p
Thursday, July 20th	Theme: Clay Pots & Discs: Disc Golf Theme Teacher: Shane Tewksbury Theme Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: Clay Pots & Discs: Disc Golf Theme Teacher: Shane Tewksbury Theme Time: 10:15a - 11:15p FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p
Friday, July 21st	FT: Billings Transport: Bus Time: 9:15a - 3:15p	FT: Billings Transport: Bus Time: 9:15a - 3:15p	FT: Billings Farm & Museum Transport: Van Time: 9:15a - 3:15p	FT: Billings Farm & Museum Transport: Bus Time: 9:15a - 3:15p	FT: Petra Cliffs Transport: Van Time: 9:15a - 3:15p
Grade Entering in Fall 2023	Grades 1 & 2	Grades 1 & 2	Grade 3	Grade 3	Grades 4 & 5
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, July 24th	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 9:15a - 10:45a	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 10:45a - 12:15a	FT: Spruce Mountain Hike Transport: Van Time: 9:15a-3:00p	On-Site Team Building	FT: Hike Sterling Pond Transport: Van Time: 9:15a - 3:15p
Tuesday, July 25th	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 9:15a - 10:45a	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 10:45a - 12:15a	On-Site Team Building	FT: Spruce Mountain Transport: Van Time: 9:15a-3:00p	FT: Bike Day on Site

Wednesday, July 26th	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 9:15a - 10:45a	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 10:45a - 12:15a	On-Site Team Building	On-Site Team Building	FT: Swim @ Lareau Transport: Van Time: 10:00a - 3:00p
Thursday, July 27th	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: I Like to Move It, Move It: Movement Theme Teacher: Ross Green Theme Time: 10:15a - 11:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p
Friday, July 28th	FT: Waterbury Res Transport: Bus Time: 9:45a - 3:00p	FT: Waterbury Res Transport: Bus Time: 9:45a - 3:00p	FT: Waterbury Res Transport: Van Time: 9:45a - 3:00p	FT: Waterbury Res Transport: Bus Time: 9:45a - 3:00p	Waterbury Res Van 9:45a - 3:00p
Grade Entering in Fall 2023	Grades 1 & 2	Grades 1 & 2	Grade 3	Grade 3	Grades 4 & 5
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, July 31st	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 9:15a - 10:45a	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 10:45a - 12:15p	On-Site Team Building	FT: Blueberry Lake Hike/Swim Transport: Van Time: 9:15a-3:00p	FT: Hike Nebraska Notch Transport: Van Time: 9:15a - 3:15p
Tuesday, August 1st	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 9:15a - 10:45a	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 10:45a - 12:15p	FT: Blueberry Lake Hike/Swim Transport: Van Time: 9:15a-3:00p	On-Site Team Building	FT: Bike Day on Site

Wednesday, August 2nd	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 9:15a - 10:45a	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 10:45a - 12:15p	On-Site Team Building	On-Site Team Building	FT: Swim @ Big Rock Transport: Van Time: 10:00a - 3:00p
Thursday, August 3rd	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: NOW's Got Talent: Talent Show! Theme Teacher: Kira Bacon Theme Time: 10:15a - 11:15p FT: Pool Transport: Bus Time: 11:30a - 3:00p	AM FT: Transport: Van Time: PM FT: Pool Transport: Van Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p
Friday, August 4th	FT: Get Air & Williston Central School Transport: Bus Time: 9:15a - 3:00p	FT: Get Air & Williston Central School Transport: Bus Time: 9:15a - 3:00p	FT: Essex Family Fun Transport: Van Time: 10:30a - 2:30p	FT: Essex Family Fun Transport: Van Time: 10:30a - 2:30p	Essex Family Fun Van 10:30a - 2:30p
Grade Entering in Fall 2023	Grades 1 & 2	Grades 1 & 2	Grade 3	Grade 3	Grades 4 & 5
Counselors	Sienna Mira Tony Viola	Patrick Holmes Madeline Barney	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Camille King Peter Holmes Tom Angelo Makayla Boisvert	Chris Bisson Ashley Boisvert
Group Name	Hungry Hungry Hippos	Candyland	Mouse Trap	Guess Who?	Battleship
Monday, August 7th	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 9:15a - 10:45a	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 10:45a - 12:15p	FT: Millstone Trails Transport: Van Time: 9:30a-3:30p	On-Site Team Building	FT: Hike/Swim Blueberry Lake Transport: Van Time: 9:15a - 3:15p
Tuesday, August 8th	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 9:15a - 10:45a	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 10:45a - 12:15p	On-Site Team Building	FT: Millstone Trails Transport: Van Time: 9:30a-3:30p	FT: Bike Day on Site

Wednesday, August 9th	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 9:15a - 10:45a	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 10:45a - 12:15p	On-Site Team Building	On-Site Team Building	FT: Swim @ Bridge Street Transport: Van Time: 10:00a - 3:00p
Thursday, August 10th	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 9:15a - 10:15a FT: Pool Transport: Bus Time: 11:30a - 3:00p	Theme: A Novel Idea: Bookmaking Theme Teacher: Jen Hill Theme Time: 10:15a - 11:15p FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Bus Time: 11:30a - 3:00p	On-Site Team Building FT: Pool Transport: Van Time: 11:30a - 3:00p
Friday, Aug 11th	FT: North Branch Nature Center Transport: Bus Time: 9:00a-2:00p	FT: North Branch Nature Center Transport: Bus Time:9:00a-2:00p	FT: Get Air & Williston Central School Transport: Van Time: 9:15a - 3:00p	FT: Get Air & Williston Central School Transport: Van Time: 9:15a - 3:00p	Get Air Williston Central School Van 9:15a - 3:00p

LICENSE

Neck of the Woods is a licensed early childhood and school-age childcare program. Our state license is through the Agency of Human Services, Department for Children and Families, Child Development Division and Child Care Licensing. *Our proof of license can be found on the Bright Futures Information System under the name, Neck of the Woods (NOW), as well as on the wall in each classroom.* Licensing regulations can be found online at

https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINALE.pdf

STARS

Neck of the Woods participates in Vermont's Step Ahead Recognition System (STARS) for Child Care Early Education. STARS recognizes the accomplishments of registered and licensed child care programs. As a newer program we are at the early stages of this process.

RATIOS

Our ratios are set by the state and depend upon the age of the children within the program. For infants, the state ratio is 1:4, but we strive to provide a lower ratio. Older infants (over the age of 12 months) are still in a 1:4 ratio, and two year olds are in a 1:5 ratio. For preschool and kindergarten children our ratios are 1:10. For children in first grade through sixth grade state ratios are 1:13. The youngest child in the group determines the ratio of teacher to student.

Family Information kept on file as per state child care regulations under section 3.4.4

- A completed child's admission form signed and dated by the parent that includes the first date the child attended the CBCCPP and the 32 days and hours the child is regularly scheduled to attend the CBCCPP T
- The child's name, current home address, and current home telephone number
- Identification of child's home language
- The child's date of birth
- Name, address, and all applicable current telephone numbers for parents
- Name, address, and all applicable current telephone numbers for at least two (2) other people designated by the parents as emergency contacts
- Names for all persons authorized to pick the child up from the CBCCPP
- Record of an annual physical and health history as required in the rule 5.1.2 of these regulations that includes the name and telephone number of the child's primary health care and dental care providers (if the child has a dental care provider)
- A description of any special medical, developmental, emotional, or educational needs of the child including allergies, existing illnesses or injuries, previous serious illnesses or injuries and any prescribed medication including those for emergency situations
- Written authorization from the parent for the CBCCPP to be able to obtain emergency medical care and transportation
- Child's immunization record or Vermont Department of Health approved exemption document as required in the rules in section 5.1.3 of these regulations
- Written permission from parents for the CBCCPP to transport the child, if transportation is provided, as required in the rule 5.10.6.6.1 of the regulations
- Written permission from parents for the child to participate in swimming activities, if swimming activities are a part of the program, as required in the rule 5.10.5.1 of these regulations
- If applicable, a copy of court orders on custody and visitation arrangements required in the rule 3.6.4 of these regulations

- If applicable, any obvious injuries discovered and documented on daily health check as required in the rule 5.3.2 of these regulations.

SCHEDULE & TUITION

The NOW program accepts children from 6 weeks to 12 years of age. The Early Childhood Education programs serve children ages 6 weeks to Kindergarten, and the School-age Programs serve children in the K-5th grade age range.

Infant - Prek Enrollment: Prior to your child's first day attending the NOW Programming parents/guardians must complete the NOW enrollment form. These online forms can be obtained through NOW's Office Administrator via phone 802-496-6689 or email info@neckofthewoodsvt.com, or by visiting our website <https://www.neckofthewoodsvt.org/>. Once you have filled out the form for the program you are interested in for your child(ren), the enrollment facilitator will reach out to schedule a tour, and to answer any questions you may have. After a tour, if you decide to enroll your child, you will work with the NOW enrollment coordinators and Early Childhood Director to set up classroom visits and a start date will be determined.

School-Age Enrollment: Prior to your child's first day attending NOW Programming parents/guardians must complete the NOW enrollment form. These online forms can be obtained through NOW's Office Administrator via phone 802-496-6689 or email info@neckofthewoodsvt.com, or by visiting our website <https://www.neckofthewoodsvt.org/>. Once you have filled out the form for the program you are interested in for your child(ren), the enrollment facilitator will reach out to let you know if your child has been confirmed for your desired after school or summer schedule or if your child has been added to a waiting list.

The NOW Program requests that parents call or send a Brightwheel message by 8:30 am if their child will not be attending NOW that day. The attendance of children affects our staffing throughout each day.

Tuition:

Infant, Toddler and Preschool Tuition is based on an average monthly rate that will remain constant throughout each month for the year. Families are billed monthly and any changes in schedule will need to be approved by the Director and Enrollment Coordinator prior to the 20th of each month, when bills for the following month will be sent. If a schedule change is needed after the 20th of the month, for the coming month, this will be reflected after the next billing cycle.

Infant*Ages: 6 Weeks to 2 years old***Flat monthly rate based on days enrolled:**

5 days/week: \$1,624/month

4 days/week: \$1,299/month

3 days/week: \$974/month

2 days/week: \$650/month

Toddler*Ages: 2-3 years old***Flat monthly rate based on days enrolled:**

5 days/week: \$1,515/month

4 days/week: \$1,212/month

3 days/week: \$909/month

2 days/week: \$606/month

Preschool (school year)*Ages: 3 - 5 years old***Flat monthly rate based on days enrolled:**

5 days/week: \$1,407/month

4 days/week: \$1,126/month

3 days/week: \$844/month

2 days/week: \$563/month

After School*Ages: 5 - 12 years old***Flat Daily Rate:** \$20/day**Summer Prek/Kindergarten***Ages: 4 - 5 years old***Flat Weekly Rate:** \$325/week**Summer 1st - 5th Grades***Ages: 6 - 12 years old***Flat Weekly Rate:** \$300/week

All field trip costs are included in weekly tuition.

Sibling Discount (applies to all Programs): 10% discount each month after first child enrolled. Discount allocated to the child with the highest cost of tuition.**Start Date:** Open enrollment**Billing:**

Each family is billed monthly (Applies to all Programs)

New Enrollees (Applies to infant - prek):

- New families must fill out a waitlist/registration form found on the Neck of the Woods website: <https://www.neckofthewoodsvt.org/enrollment-application> or inquire by phone or email: 802-496-6689 or info@neckofthewoodsvt.com
- Enrollment coordinators will contact families within 3 business days after inquiry and if a slot is available for your child then the full enrollment process will begin.
- A slot that is available is considered a slot that you would like to fill within one month of confirmation of enrollment.
- If you are seeking a slot that is not immediate, within the first month of being approved for enrollment, then you will need to pay for the slot that you wish to hold for your child for the duration of time between the first month of enrollment through the date that your child begins attending.
- If you do not wish to pay for this slot to be held for your child until they begin care then your child will be added to a waiting list and you will have the opportunity to contact Neck of the Woods one month before you intend to enroll your child to begin care.
- If a slot is not available at any point of inquiry and you would like to be added to the waitlist, you will be added and informed of where you are placed on the waitlist.

Changes in schedule:

Adding days outside of a typical weekly school year schedule (applies to school year programs):

If families would like to add a day that they are not typically enrolled, but not change their child's usual weekly schedule, they must confirm this change with NOW program enrollment coordinators (info@neckofthewoodsvt.com). When this change has been confirmed, the Program will bill for a rate of \$20/day (after school) OR \$65/day (preschool) OR \$70/day (toddler) OR \$75/day (infant) for any added days that will be reflected in the next month's invoice.

Adding to a typical weekly school year schedule (applies to school year programs):

If families would like to add a day to their child's weekly schedule *consistently* they must confirm with NOW program coordinators (info@neckofthewoodsvt.com) that this schedule change can occur. When this change has been confirmed, the Program will bill for a rate of \$20/day (after school) OR \$65/day (preschool) OR \$70/day (toddler) OR \$75 (infant) for any per diem add-on days in the current month. The new billing cycle will reflect the change in schedule in their invoice with a new monthly flat rate for infant, toddler and preschool programs reflecting all additional days.

Subtracting days in a typical weekly school year schedule (applies to school year programs):

If families would like to change their schedule to subtract days from a typical weekly schedule they must give a two week paid notice with NOW enrollment coordinators (info@neckofthewoodsvt.com) before those changes can occur so that NOW staff have time to offer the slot to a family on the waiting list.

***Summer Schedules are finalized upon confirmation of registration.**

If summer plans change and families would like to un-enroll children from the days/weeks confirmed for the summer the NOW Directors can attempt to reach out to waitlisted families to see if slots can be filled by other children. If this is not possible then payment will still be required for the confirmed summer schedule in its entirety.

If a child is absent from the program for any reason (illness, vacation, etc.) (Applies to all programs):

Payment will still be required.

If NOW is required to close due to inclement weather, or other emergency closings (Applies to all programs):

Payment will still be required.

Invoice Schedule (Applies to all Programs):

Invoices will be sent by the 20th of each month, reflecting a bill for the following month. Full payment for the following month will be due by or before the 1st of that month. If payment is not received by the 1st of each month, a late payment fee of \$20 will be added to the bill. If payment is not made, including the \$20 late payment fee, by the 20th of the month the family will be sent a notice that their childcare slot will no longer be available by the end of the month if payment is not made.

Example:

October Bill:

Invoice Emailed on Sept. 20th

Payment Due by or before Oct. 1st

No payment made on Oct. 1st

\$20 late payment fee applied on Oct. 2nd

No payment made by Oct. 20th

Care discontinued by Oct. 31st

Late pick up fee (Applies to all Programs):

If parents/guardians/approved pick ups arrive to pick up children after 4:45 pm from NOW Early Education and Summer Programming or 5:00 pm from NOW After School Programming a charge of \$20 will be applied immediately. The staff member waiting with that child after Programs are closed shall expect to receive that late payment fee directly from the parents/guardians/approved pick ups within 24 hours, as staff are off the clock at that time. If late pick ups become chronic this fee may be raised at the discretion of Directors.

Supply Fee (Applies to School Year Only):

All families are required to pay an annual \$25 supply fee that will be reflected in the first invoice sent to families upon enrolling, and annually thereafter.

Subsidized Funding (Available to all Programs):

The NOW program accepts subsidized funding for qualified families. If you need information regarding subsidy please contact the Family Center of Washington County (802) 262-3292. All paperwork must be sent to the child's Program Director prior to your child's first day of attendance.

MRV Community Fund Scholarship (Available to all Programs):

If families are from the Mad River Valley there are tuition scholarships available through the Mad River Valley Community Fund for those who qualify and whose tuition is not fully covered by a different means of financial assistance. Please contact Jill Ellis: jill@mrvcommunityfund.org for more information.

ARRIVALS & DEPARTURES:

Arrivals: Infant/Toddler/Preschool/Summer Kindergarten - Children may arrive any time AFTER 7:45 am, although we respectfully request 24 hour notice via phone call or app if your child will arrive later than 9 am, and a call by 8:30 am if your child will not be attending that day. All children attending NOW infant - preschool programs should be dropped off by a parent/guardian at the building door that corresponds with their child's classroom. All children should be escorted by parents/guardians into the classroom and walk through their morning routine with them before departing. **This includes putting items in cubbies, toileting/diapering and washing hands.**

Arrivals: 1st - 5th Grade Summer - Children may arrive any time after 7:45 am, although we respectfully request 24 hour notice via phone call or app if your child will arrive later than 9am any day over the summer, and a call by 8:30am if your child will not be attending that day (please send a Brightwheel message prior to after school during the school year if your child will not be attending after school). All children attending NOW summer programming should be dropped off by a parent/guardian directly with summer staff either inside or outside of the Harwood Union Middle School. **DO NOT DROP CHILDREN OFF AT CAMP WITHOUT CHECKING IN WITH SUMMER STAFF FIRST.** *Please see the health policy for further information on excludable symptoms on pgs. 36 - 40.

Departures: Parents/guardians must pick up BEFORE 4:45 pm from Early Education and Summer Programming and 5:00 pm from School Age Programming. Please see "Hours of Operation " on pgs. 12-13 for important information regarding our STRICT drop off and pick up policies and "Scheduling and Tuition" on pgs. 23 - 27 for our late fee policy.

Sign In/Out: We use the Brightwheel child care management system for sign in and out. Every parent/guardian, emergency or approved pick up will be given sign in information

to gain access to their child(ren)'s Brightwheel account online. Every single person who is eligible to pick up a child from NOW programs has a four digit check in/out code. This 4 digit electronic signature CANNOT be used for each family member or friend picking up or dropping off a child. Please make sure that you have updated your emergency contacts and approved pick ups so that each parent, guardian, emergency contact and approved pick up have their own 4 digit code so that staff can sign children in and out and reflect the correct person in Brightwheel having dropped off and picked up the child.

Unauthorized Pick Up: Unless authorized, it is not acceptable for anyone under the age of 18 to escort a child to and from the program. If anyone not listed as an authorized pick-up person will be picking up your child, there must be written notice (email, signed note and Brightwheel are good options) or a phone call must be received in advance stating the name of the person and their phone number so that we can create a Brightwheel code for them. Anyone unfamiliar to the teaching staff will be asked for identification and a phone call will be made to parents/guardians before the child can leave the premises.

Inclement Weather, Natural Emergency, or other Emergency Situation: Please see the attached emergency preparedness plan for Neck of the Woods. We will follow the HUUSD district closing schedule; if there is a closing or delay based on weather for the HUUSD schools, Neck of the Woods will also be closed or delayed. Please check school closings on VPR and WCAX if in doubt. We will also send a notice via Brightwheel with an alert text message attached.

DAILY SCHEDULES

Approximate Daily Preschool Schedule (may vary by age & classroom): *Summer Hours Shift for Summer to 8:00a.m. - 5:00p.m.

7:45 a.m. to 8:45 a.m. Free time inside/outside depending on weather

8:45 a.m. to 9:00 a.m. Morning meeting

9:00 a.m. to 9:15 a.m. Snack

9:15 a.m. to 11:00 a.m. Structured activity/free play/curriculum/enrichment/outdoor ed

11:00 a.m. to 11:30 a.m. Lunch

11:30 a.m. to 12:00 p.m. Quiet activities (books and puzzles)

12:00 p.m. to 2:00 p.m. Rest time

2:00 p.m. to 2:30 p.m. Clean-up from nap/pack-up

2:30 p.m. After School starts

3:00 p.m. Snack

3:30 p.m. to 4:45 p.m. Outside/Free choice/Activity

Infant & Toddler Schedules:

All Infants and young toddlers are on their own schedule, and we respect their natural rhythms, as well as family guidance on their child's day. As older infants transition to young toddler days, they will gently be guided into the rhythm of the toddler classroom schedule.

Approximate 2023 Summer 1st - 5th Grade Daily Schedule:

	Hungry Hungry Hippos (1st/2nd)	Candy Land (1st/2nd)	Mouse Trap (3rd)	Guess Who (3rd)	Battleship (4th/5th)
Monday					
7:45-8:45	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play
8:45-9:00	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
9:15-10:45	Theme	Game/Craft/ Hike	Team Building	Off Site	Off Site Hike
10:45-12:15	Game/Craft/Hike	Theme			
12:15-1:00	Lunch + Chill	Lunch + Chill			
1:00-2:30	Outdoor Activity	Outdoor Activity	Team Building	Off Site	Off Site Hike
2:30-3:15	Craft	Craft			
3:15-3:30	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:30-3:45	Group Game	Group Game	Group Game	Group Game	Group Game
3:45-4:45	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up
Tuesday	Hungry Hungry Hippos (1st/2nd)	Candy Land (1st/2nd)	Mouse Trap (3rd)	Guess Who (3rd)	Battleship (4th/5th)
7:45-8:45	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play
8:45-9:00	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
9:15-10:45	Theme	Game/Craft/ Hike	Off Site	Team Building	On Site Bike (bring bikes or let us know if
10:45-12:15	Game/Craft/Hike	Theme			

12:15-1:00	Lunch + Chill	Lunch + Chill		Lunch + Chill	you need one)
1:00-2:30	Outdoor Activity	Outdoor Activity			
2:30-3:15	Craft	Craft		Team Building	
3:15-3:30	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:30-3:45	Group Game	Group Game	Group Game	Group Game	Group Game
3:45-4:45	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up
Wednesday	Hungry Hungry Hippos (1st/2nd)	Candy Land (1st/2nd)	Mouse Trap (3rd)	Guess Who (3rd)	Battleship (4th/5th)
7:45-8:45	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play
8:45-9:00	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
9:15-10:45	Theme	Game/Craft/Hike			
10:45-12:15	Game/Craft/Hike	Theme	Team Building	Team Building	
12:15-1:00	Lunch + Chill	Lunch + Chill	Lunch + Chill	Lunch + Chill	
1:00-2:30	Outdoor Activity	Outdoor Activity			Off Site Swim
2:30-3:15	Craft	Craft	Team Building	Team Building	
3:15-3:30	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:30-3:45	Group Game	Group Game	Group Game	Group Game	Group Game
3:45-4:45	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up
Thursday	Hungry Hungry Hippos (1st/2nd)	Candy Land (1st/2nd)	Mouse Trap (3rd)	Guess Who (3rd)	Battleship (4th/5th)
7:45-8:45	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play
8:45-9:00	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack

9:15-10:15	Theme	Game/Craft/ Hike			
10:15-11:15	Game/Craft/Hike	Theme	Team Building	Team Building	Team Building
11:15-1:00					
1:00-2:30					
2:30-3:15	Lunch + Pool	Lunch + Pool	Lunch + Pool	Lunch + Pool	Lunch + Pool
3:15-3:45	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:45-4:00	Group Game	Group Game	Group Game	Group Game	Group Game
4:00-4:45	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up	Free Choice Pick Up
	Hungry Hungry Hippos (1st/2nd)	Candy Land (1st/2nd)	Mouse Trap (3rd)	Guess Who (3rd)	Battleship (4th/5th)
7:45-8:45	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play	Drop off Outdoor Play
8:45-9:00	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
9:15-10:15					
10:15-11:15					
11:15-1:00					
1:00-2:30	Field Trip	Field Trip	Field Trip	Field Trip	Field Trip
2:30-3:15					
3:15-3:30	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
3:30-4:45	Movie Pick Up	Movie Pick Up	Movie Pick Up	Movie Pick Up	Movie Pick Up

PERSONAL BELONGINGS

What to Bring:

- *Infants*: enough clean bottles for a day's use, at least 8-12 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- *Toddlers*: enough clean bottles/sippy cups for one day's use (if applicable), 8-12 diapers and at least two changes of clothes per day. All bottles must be labeled and dated.

- *Older Toddlers:* at least two changes of clothes (more if potty training) as well as diapers/pull-ups or underwear if going through toilet training.
- *Preschoolers:* at least one change of clothes, socks and shoes. Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost.
- *Footwear for all children:* Indoors children may wear indoor shoes, slippers, or socks, and outside they must have a pair of outdoor shoes that are appropriate for weather conditions.
- *Outdoor Gear For School Age After School:*
 - ~At least two pairs of clothes including underwear and socks
 - ~Outside clothing (weather appropriate -- rain boots and raincoat for rainy days; Hat, mittens, winter boots, snow pants, and winter jacket for Winter; shorts, t-shirts, a bathing suit, and towel for Summer; etc..)
- *For all children:* Sunscreen, insect repellent, lotion for after handwashing, & lip balm (all labeled with your child's name), as needed.
- *School Age Summer Programs:*
 - At least 2 snacks/day
 - Lunch – Lunch must be brought from home each day with an ice pack.
 - Water Bottle (full)
 - Bathing suit
 - Towel
 - Sunscreen (labeled) – if you want your child to wear sunscreen
 - Bug Spray (labeled) – if you want your child to wear bug spray
 - Extra clothes (socks, underwear, pants, shirts)

PLEASE NO TOYS FROM HOME, WATER TOYS OR FLOATATION DEVICES -- Thank you!

*Please note that classroom teachers/counselors may have alternate requests for belongings based on their classroom/camp routines so please reach out to your child's teacher/counselor to correspond on what to bring if what they are asking for, or what you are bringing differs from what is listed here.

Toys from Home

We request that your child NOT bring toys from home into the center or to summer camp unless they are part of a show-and-tell activity, or for rest time that will be kept with their sleeping items. If your child is having a particularly difficult time transitioning to care/camp please connect with the program's Director/Teachers/Counselors to decide if a home item may assist in the transition process.

Infant/Toddler/Preschool - Other Required Items

Please make sure your child has the following items at school:

- Rest-time items: NOW will supply your child with a rest mat or crib. Please bring a small blanket, a flat sheet for the nap mat, and/or pillow (not for infants). A stuffed animal, doll, soft toy or comfort item is sometimes helpful at naptime. Please label everything with your child's name!

Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center. Please check your child's cubby on a daily basis for items that need to be taken home, and watch for messages on our child care app. At times, we may launder clothing and nap materials here.

- *Please note: if your child is in need of items that are continually not brought to the center after multiple times reaching out to let parents/guardians know that items are low/need to be replenished (i.e. diapers and wipes) the staff will purchase these items, using the NOW credit card for your child and will hand parents/guardians a receipt at pick up that must be paid back to the Neck of the Woods within 24 hours.*

Lost & Found (all programs)

We are not responsible for lost or damaged items. You can ask for lost items via Brightwheel and bring found items to the teachers to place in the Lost-and-found Box located in each classroom/front of the school at Harwood. Please note that we are not responsible for lost personal property. We ask that clothing or personal items of considerable value or sentimental value be left at home, as we can not guarantee children will not misplace them. All personal items MUST be clearly labeled, and labels checked periodically to be sure they have not worn off.

Food & Drink

Snack: We ask that parents/guardians provide children with both a morning and afternoon snack, as well as lunch. Children tend to eat a lot during their days at NOW, expelling a great deal of energy, working bodies and minds so the heartier snacks and meals can be, the better. We believe that good nutrition is absolutely essential for proper health and learning in young children, and ask that families do their best to provide healthy options.

When packing a lunch for your child, please include nutritious and low-sugar foods. Sandwiches, rolled-up deli or cooked meats, vegetables with dip, hard-cooked eggs, yogurt, sliced fruit and cheese are all good options. A healthy snack should consist of fruits, vegetables, whole grains etc. Please refrain from sending your child with sugary

snacks- candy and sugary drinks are not allowed as a lunch or snack option. An insulated thermos is an excellent choice if you wish to send warm food, and is especially good at NOW because we are an outdoor education facility. Please send your child's lunch in a well-marked lunch box or bag. Lunchtime is a time for teachers and children to enjoy good food and the company of one another. To maintain a positive atmosphere, we will not dictate the order in which your child's lunch is to be eaten. Questions of "what should I eat first?" are met with "What do you think?", except for sweets, which we ask you to leave at home, or we may ask children to save them for home. We strive to foster independence and self-confidence and this continues into mealtime. Pack a lunch that you feel good about your child eating in any order (and be aware that dessert-type items are often eaten first). Candy is not allowed at school. There are many school lunch foods that are essentially candy, and we ask that you do not send these items with your child. Please see myplate.gov for more information on healthy eating and what to send to school for lunch and snack items.

If providing your child with a snack becomes a financial burden please speak with the NOW Directors, and we will work out snacks and meals for your child. However, we do not have a stocked kitchen at Neck of the Woods at this time, and do need advanced notice. For help with school lunch, please email us at info@neckofthewoodsvt.com

Families with children in child care in Vermont are encouraged to follow the guidelines for nutrition put forth by the Child and Adult Care Food Program standards set by the USDA.

While we are currently not enrolled in the Child and Adult Care Food Program, it is our intention to explore the feasibility of offering this option as soon as possible and are working hard to put in a kitchen/cafeteria that will enable us to provide a food program as well as become eligible for Head Start programming.

Please pack children with lunch boxes that contain at least one ice pack to keep food fresh. The NOW program is not a Peanut Free Zone, however, there will be a notice that will go out to all families if this changes.

Water Bottles: Please provide your child with a clean, full water bottle at the start of each day. Water bottles can be refilled at the center/camp but we would appreciate children arriving with full water bottles. Please label your child's water bottle with their name and take them home to wash often.

Food Allergies Please let us know of any and all food allergies your child has, as well as the severity. If your child has an allergen to a common ingredient such as gluten, dairy or eggs, it is helpful to provide us a "special snack" to keep on hand so your child is not left out on a special snack day

Infant and Toddler foods and bottles: All infant and toddler food must be provided for each day. Keep in mind sometimes children eat more in one day, and we request that you leave a few extra options for your child in case they are hungry beyond that day's foods. Please provide us with enough bottles for your child for the day. Older children should have at least 2 sippy cups. Please label all foods, cups, bottles, formula, and breastmilk with your child's name and the date.

Formula and Breastmilk: Formula and breastmilk must be labeled with your child's name. Breastmilk must also have a date on it. We can utilize frozen breastmilk.

Infant Feedings Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to six months.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

Confidentiality/Reporting/Program Concerns

Student Confidentiality: All children's records are kept confidential, unless there is information on file that will permit the program to coordinate with other appropriate agencies. In issues dealing with school teams, we will ask parents to sign a release of records. We will also adhere to HIPAA and FERPA laws as they apply to certain confidentiality situations.

If there is an incident that occurs on school grounds that involves more than one child, it is the policy of the NOW program to inform both parents/guardians of the children involved. Due to our confidentiality regulations the other child's names will not be given.

Furthermore, any time NOW needs to communicate with your child's doctor, other caregivers, school & for any referral reasons to an outside organization, you will need to give written permission to do so, and for what purpose that communication is needed. We have a form in the parent packet, which you can request another copy of, or you may write out your own. This form will be dated, utilized for a specific amount of time, and may be rescinded for any reason you have. Lastly, this form will be kept in your child's file.

Photographs and Publicity: Photographs will be taken at the Program periodically throughout the year to put up around the rooms, for parents/guardians to view, to occasionally be put in the local newspapers, on our Website, on our childcare management app and shared with other families, on our NOW Facebook and Instagram pages. The Program will provide a photography permission form to photograph and publicize pictures of your child.

Mandated Reporter Policy: Staff members of the NOW Program are mandated by State of Vermont Law to report any suspected or observed abuse and/or neglect of children.

Reporting Concerns about the Center: If you have any concerns regarding the Center about which you feel you cannot speak to the Executive Director or Program Directors or Board of Directors please call the State Agency Consumer HotLine 1-800-540-7942.

Health Policies

If your child is not healthy enough to participate in the program, as determined by the NOW staff, they should not be attending the program that day. If your child is not feeling well the NOW staff will check symptoms and temperature. Please see the symptom list.

COVID HEALTH POLICY:

CHILD CARE GUIDANCE

- All children, their families and staff must comply with and ensure daily monitoring of COVID19 exposure and COVID-19 symptoms.
- Anyone who has been exposed to COVID-19 or who has COVID-19 symptoms (regardless of vaccination status) should test using appropriate Covid-19 tests based on their child's age.

- Children or staff arriving visibly sick to care should be screened (including a temperature check) and sent home if symptomatic, regardless of vaccination status.

COVID-19 symptoms include the following:

- Cough
- Fever (100.4 or greater)
- Shortness of breath, or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting or diarrhea (diarrhea is defined as frequent loose or watery stools compared to one's normal pattern)

- Children and staff who test positive for Covid-19 shall be excluded from care/work until their Day 6 of quarantine, Day 0 being the day they either tested positive (if they were asymptomatic) or their symptoms began (if they were symptomatic).

Masks

Masks are not required at Neck of the Woods at this time, but masks must be worn in accordance with the Vermont Forward plan. If this changes, staff and children should follow CDC guidance for selecting and wearing properly fitted masks. CDC recommends no masks for children under 2 years of age. As such, children under 2 years of age must not wear masks. Masks are developmentally appropriate when children can properly put on, take off, and not touch or suck on the covering. Children who have a medical or behavioral reason for not wearing a facial covering should not be required to wear one. These decisions should be made in partnership with the health care provider. **Guidance on Mask Exemptions in Children and Adolescents** provides guidance for the rare conditions that allow children or adolescents to qualify for a mask exemption. Masks with ties are not recommended for young children as they pose a risk of choking or strangulation. Children/staff should not wear masks while sleeping, eating or swimming (or when they get wet).

Health Policy for non-Covid-19 illness:

- Vomiting: Must be sent home or remain home until 24 Hours after the last episode of vomiting.
- Diarrhea: Must be sent home or remain home if stool is not contained in the diaper, for diapered children, or is causing "accidents" for toilet trained children, or if the stool frequency is 2 or more stools above normal for the child, or there is blood/mucus in the stool, or the stool is an abnormal color for the child, or a child is looking and acting very ill and is not able to participate typically. A child with diarrhea who is sent home or must stay home must remain home until 24 hours

- after the last episode of diarrhea and the child is able to participate typically.
- Cold symptoms, negative Covid test: Must remain home until 24 Hours after fever is gone without the use of NSAIDs or fever reducing medicine.
 - If a child has cold symptoms, negative for Covid, and is over the age of 3 please send the child in with a mask on until symptoms are gone.
 - If a child has cold symptoms, negative for Covid, and they are not well enough to participate in all activities planned for the day, are lethargic/sleeping more frequently than usual, are not eating, drinking water or bottles as they typically would or are not acting like themselves, then they need to stay home or be sent home until they are well.
 - Streptococcal Infections: Must remain home until 24 Hours after medication is begun or 4 doses. (Includes Scarlet Fever and Strep Throat)
 - Conjunctivitis: A prescription eye drop medication must have been given for 24 hours before returning
 - Chicken Pox: When the last sore is scabbed and there is no oozing
 - Impetigo- 48 Hours after medication is begun and the area is totally scabbed over
 - Measles- 5 Days after rash appears and a note from a physician • Head Lice- After a prescription shampoo is administered and ALL the eggs are removed. The child will need a follow up treatment in one week Respiratory Syncytial Virus (RSV) 5 Days after the diagnosis
 - Bacterial Meningitis- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Polio- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Shigella- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Campylobacter- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Salmonella- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Giardia- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Diphtheria- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Tuberculosis (Active)- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Hepatitis A- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return
 - Rubella (German Measles)- The child shall be excluded from the program setting until a medical professional indicates that it is safe for the child to return

- Coxsackie- After a rash is no longer visible
- Pertussis (Whooping Cough)- 10 Days after diagnosis • Diarrhea- 24 hours after last episode of diarrhea
- Fever- 24 hours after fever is gone
- Purulent Conjunctivitis- 24 hours after antibiotics have been given.
- Severe Coughing- 24 hours after coughing has subsided • Jaundice- 24 hours after symptoms are gone
- Rash (with fever or behavior change)- 24 hours after physician has been seen and determines the circumstances of the rash

If your child has a contagious illness or has been exposed to any of these symptoms it is your responsibility to report this to the NOW program. It is the responsibility of the program to inform you if your child has been exposed to these symptoms while s(he) was in attendance. In the event of a medical emergency or accident the Program will contact parents/guardians, the child's pediatrician and E.M.Ts if necessary. If parents/guardians cannot be reached the emergency contact will be called. All Neck of the Woods employees are trained in CPR and First Aid.

Required/Requested Doctor/Medical Health Professional's Notice:

Neck of the Woods does not have a licensed medical professional on staff. Because of this lack of professional medical support in Centers it is imperative that staff, families and outside medical professionals work together to ensure the safety and health of all children in our care. In order to maintain effective communication around children's health and wellbeing, contact with the child's health care provider indicating the child's good health may be required. This may be in the form of a doctor's note or release paperwork from an ER visit, or the parent/guardian and NOW staff may decide that a release shall be signed for medical professionals to speak directly with staff regarding a child's health. Scenarios that may require this form of request or requirement include; a child who has an illness, accident or injury during program hours that requires Neck of the Woods staff to request the parent pick up the child and take the child to a health professional, or the parent/guardian is called to pick up the child and they determine that the child is experiencing a form of a medical emergency, or staff must call for emergency services. In these scenarios a parent/guardian may be asked to provide the center with a note and/or release paperwork from the Medical Professional if the child will be returning back to the center within 24 hours of release after such an illness, accident or injury occurs.

If your child has been out of care due to illness, accident or injury for an extended period of time, a doctor's note may also be required before the child returns to care.

Medications:

If your child is receiving medications within Program hours the medications must be sent enclosed in its original packaging, labeled with a pharmacy or over the counter medication label. Medications must be brought to your program's NOW Director or Staff by parents/guardians. If the medication must be administered during a time that your child attends NOW please inform the NOW Director or staff and fill out the appropriate medication administration paperwork. Please inform the NOW Director if you will be sending in medications with your child. Medications will only be administered if a completed medication form is filled out by parents/guardians. NOW will have forms for parents to fill out if medications will need to be given. Only staff who have completed the state training on medication administration are able to administer medications to children.

Keeping Our Center Healthy:

Children and adults will be washing their hands on arrival at the Program each day, after using the toilet, before meal times, after blowing noses, coughing in hands, before preparing and/or serving food, after playing in stagnant water with others, and after cleaning.

Safety

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. At the NOW building our playgrounds and 11 acres are used as an extension of the classroom & curriculum, and our daily activities involve the outdoors whenever weather permits. In our School Age Programs the majority of our play and learning is done outside.

All clothing should be labeled with your child's name. We will play outdoors in all but extreme weather. Please be sure that your child has appropriate clothing for each season.

- Winter: Full snowsuit or snow pants and jacket, hat, insulated mittens and insulated boots.
- Spring and Fall: Warm layers, rain boots, rain pants and jacket.
- Summer: Sun hat and light layers to protect from the sun, bathing suits, water shoes (or shoes that families deem appropriate for water play).

Extreme Weather and Outdoor Play: Outdoor play will not occur if the outside

temperature is greater than 98°F or less than 0°F degrees. Short intervals of winter play will happen between 0-20°F for infant - Preschool Programs and 0-10° for School Age Programs.

Safe Water-Play

Unsupervised water play will not happen. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease. In summer, wading pools and the river may be visited, but swimming in deep water is not an option. Children will always be supervised near water, and adults will have radios and phones to contact other staff whenever children play in water. All water play in the river, wading pools, sensory bins, or other places will adhere to the rules set by the state of Vermont regulations for Center-based Child Care & Preschool Programs regulations.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside in all areas that children will be in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom/program is equipped with a first aid kit meeting the state regulations, and all staff have up to date infant, child & adult First Aid and CPR certifications.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, and parents and/or emergency contacts will be called.

Safe sleeping policy

All children are monitored during naps and sleeping. As per state regulations, we will ensure that each child, except school-age children, has an individual crib, port-a-crib, cot, mat, or bed that is safe for the child's age and development, in good repair, and used by only one child each day. No child shall nap directly on the floor or on furniture not designed for sleeping. Cribs or port-a-cribs shall be used for children under twelve months of age. Children shall not nap in cribs or port-a-cribs if they are physically able to climb out unassisted. All cribs and portable cribs will meet Consumer Product Safety Commission 16 C.F.R. Part 1220. NOW will maintain documentation of each crib's compliance with this mandate, and any crib that does not meet 16 C.F.R. § 1220 is removed from the premises. Cots, mats, and mattresses shall be nonporous or have nonporous coverings. Each child shall be provided clean, individual bed linens either by NOW providing them directly or requiring parents to provide them. No child shall nap

directly on nonporous coverings. These are sanitized daily.

Children shall be supervised by staff while napping or resting. Staff shall directly observe a sleeping infant at least every fifteen minutes to check the infant's face, view the color of the infant's skin, and check on the infant's breathing. Lighting to permit appropriate supervision shall be provided in sleeping areas where children are napping or resting. This means that staff can see the child's face, view the color of the child's skin, and check on the child's breathing. Wet or soiled cots, cribs, mats, and bedding shall be changed promptly and stored in a sealed plastic bag or container until laundered. Bedding used by a child shall be stored in a manner that prevents contact with bedding used by other children.

Infants at rest:

Infants will always be allowed to nap when tired, and will always be placed on their backs to sleep in a crib or port-a-crib. No infant will be placed to sleep on soft surfaces, such as a couch or sofa, pillow, quilts, sheepskins, or blankets. Infants will not be placed in car seats, swings, high chairs, stroller, jumping chairs or similar equipment for sleep. Any child that falls asleep in this type of equipment shall be gently transferred to a crib or port-a-crib as soon as feasible.

Each crib and port-a-crib shall have a firm, tight-fitting mattress covered by a tight-fitting crib sheet. Soft objects, toys or loose bedding shall not be used in infants' sleep areas. Soft or loose bedding includes bumper pads, pillows, quilts, comforters, sheepskins, blankets, flat sheets, cloth diapers, and bibs. Infants shall not be swaddled for sleep. Clothing sacks or similar clothing designed for safe sleep may be used. Bibs, necklaces (including amber teething necklaces), and garments with ties or hoods will be removed from the child prior to placing the child in the crib or port-a-crib. No positioning devices shall be used unless required by the child's health care provider. Instructions for the use of any such device shall be kept in the child's file in writing from the child's health care provider. Infants shall not be placed in cribs or port-a-cribs with bottles. Pacifiers are permitted in cribs and port-a-cribs with parental permission. Pacifiers may not have cords or clips that may pose a strangulation risk.

Rest for Children over 12 months of age:

The program Directors/Lead Teachers will be sure the classroom's schedule is designed to ensure that every child younger than school age and present for five hours or more shall have the opportunity for sleep or rest. Children over twelve months of age may sleep/rest with blankets, pillows, and soft toys. Children shall not be required to sleep. Children who do not nap shall be provided space and equipment for quiet play, and allowed to get up after a reasonable amount of time.

Drug & alcohol policy for parents, caregivers, & staff

All child care centers in the state of Vermont have a no-smoking policy for staff and parents on the grounds at any time. We also require that our staff be drug and alcohol free on the grounds at all times. Further, no designated pick-up person appearing to be under the influence of drugs or alcohol will be allowed to remove a child from the property and a back up person from the child's list will be contacted.

Water & Lead-Testing

NOW has a public water system that is treated and all drinking water is safe to drink. Our drinking water is tested by Clear Water Filtration and the State of Vermont regularly.

Emergency policy & procedures

- In conjunction with Waitsfield and Washington County preparedness, Neck of the Woods has developed a plan for emergency circumstances that could arise.
- In the event of an emergency, families will be contacted via phone and Brightwheel
- Whenever it is both possible and safe, children and staff will remain at the Neck of the Woods building or Harwood Union Middle School.
- In the event of an intruder in the building, lockdown procedures will take place within each classroom. In the event of a potentially violent situation outside of the building, lock-in procedures will be implemented, and all children will be moved to a secure interior space.
- Natural disasters that threaten the safety of the building or property will require the most senior staff present to make a decision about evacuation. In the event of an evacuation, children and staff will walk to the following location: The Hartshorn Farmstand from the Neck of the Woods building & the track and field area across the street from Harwood from the Harwood Union Middle School. If these locations are not secure, children and staff will walk to: Mad River Park from the NOW building and the DeFrest Farm from Harwood Union Middle School. In the unlikely event that the building is not safe, and walking to either previously listed locations is also not safe, children and staff will be evacuated by vehicle to Waitsfield Town Offices from the NOW building and Crossett Brook from Harwood Union Middle School. Families will be notified via brightwheel, an email, and whenever possible, a phone call.

Please ask to see the Emergency Plan full document for more information and details.