

# PRECIOUS MEMORIES PLACE

PARENT  
HANDBOOK



*A Balance of Health & Knowledge*

**The Heart of Childhood**

# WELCOME FAMILIES,

Precious Memories **Place** is a preschool and childcare center, time-honored for its high quality approach and attention to detail at all levels. At our preschool we've created a special place for children to not only grow and develop along the way, but a place for them to CELEBRATE each and every step.

Precious Memories originated back in the fall of 1989 in the small town of Fairhaven, MA. As the original founder and creator, I am proud to share my innovative and ever-evolving Preschool and Lifestyle Center. Thirty-five years and six centers later, I've designed a secure and comfortable place where your child's physical, emotional and academic journey begins. As a comprehensive childcare center equipped with an experienced and educated team we supply the highest of quality care, guidance and family-serving programs.

As a professionally-trained Life Coach I believe in strong role modeling, self-awareness, reflection and tools to live a healthy-minded life filled with confidence, motivation and pride.

*"Children are my passion and their happiness and a strong, positive beginning is my goal. I couldn't feel more complete in the career path I've chosen. I've built decades of Precious Memories with the help of your children!"*

Kindly,  
Christine Eckersley



# THE JOURNEY OF LIFE

The Journey of Life begins in our hearts  
With each new step, we embark at the start.  
Love, hope, and inspiration pave the way,  
As we look forward to each new day.  
Through listening, caring, and sharing,  
Feelings begin to show.

This life has a whole lot in store for us,  
This we know.

Our respect and honesty make us good & strong,  
But it is our love for one another  
That helps us get along.

The road is wide before us,  
Good choices are a must,  
And all good friendships begin with trust.

Watch us change and watch us grow,  
What we become is up to us you know.

And like we said at the start,  
The Journey of Life begins in our hearts.

*Written by Christine Eckersley*

# OUR PHILOSOPHY

*Our philosophy is designed to enhance a healthy life style while promoting self-confidence and security. Our environment encourages a positive outlook with a never ending desire to grow and achieve through fostering ambition and exploration. Peace and empathy are inspired within all daily happenings. A feeling of respect and admiration surround each and every child.*

Welcome to Precious Memories **Place**. We are a learning and development center designed to provide children with experiences that support growth socially, cognitively, emotionally and academically. We provide a warm, home-inspired atmosphere where the children can feel comfortable, secure, and encouraged.

We believe that the preschool day should reflect an interest in the whole child. Each child has physical, social, emotional and cognitive needs that must be enhanced. Personality traits develop during these stages and a healthy foundation promotes an enriched, well balanced journey through life. An attentive program includes stability and regularity while allowing for flexibility. A familiar pattern enables the child to take part in routines more easily, and creates a sense of security. It is also necessary for the teacher to be in tune with the children's needs and desires, and to be willing to adjust as the child's needs change.

It is important at this developmental level that learning be based on actual experience and participation. At our center, we fulfill these goals and meet the expectations of our children and families. Through our constantly striving efforts to learn and grow, we not only aim to satisfy your child's needs, but also enrich his or her life.

We hold special pride in the center's professional staff. Selected for their knowledge of child development as well as their interpersonal skills, they are the strength of our program. When visiting Precious Memories **Place**, please take time to listen, to watch, and to learn from this unique group. They are chosen for their compassion, empathy and commitment to supplying a safe place for your children to flourish.

*Consider us your "home away from home" and your "extended family."  
Together we create a strong foundation for your children.*

# Admission and Tuition

Precious Memories **Place** enrolls and has age appropriate services and activities for children ages 6 weeks to 12 years of age. A \$50.00 non-refundable registration fee is needed to secure your child's enrollment.

School day includes: Operation from 7:00am-6:00pm  
Breakfast, lunch and daily snacks

## INFANT PROGRAM

DAY:	CREDIT CARD FEE:	CASH/CHECK FEE:
1	\$79.00	\$77.00
2	\$158.00	\$154.00
3	\$237.00	\$231.00
4	\$316.00	\$308.00
5	\$395.00	\$385.00

## TODDLER PROGRAM

## INTRODUCTION TO PRESCHOOL PROGRAM

DAY:	CREDIT CARD FEE:	CASH/CHECK FEE:
1	\$78.00	\$76.00
2	\$156.00	\$152.00
3	\$234.00	\$228.00
4	\$312.00	\$304.00
5	\$390.00	\$380.00

## PRE-SCHOOL PROGRAM

## PRE-KINDERGARTEN PROGRAM

DAY:	CREDIT CARD FEE:	CASH/CHECK FEE:
1	\$75.00	\$73.00
2	\$150.00	\$146.00
3	\$225.00	\$219.00
4	\$300.00	\$292.00
5	\$375.00	\$365.00

## SCHOOL-AGE PROGRAM

	CREDIT CARD FEE:	CASH/CHECK FEE:
Morning	\$25.00	\$23.00
Afternoon	\$28.00	\$26.00
Both	\$42.00	\$40.00
1/2 Day	\$59.00	\$57.00
Full Day	\$75.00	\$73.00
Delayed Open	\$15.00 added daily fee	

Parents Night Out Fee: \$57 per child

Precious Memories **Place** accepts cash, check and credit cards for payment. As a courtesy, Precious Memories accepts government assistance programs including "Care 4 Kids". It is the responsibility of the parent/guardian to initiate and maintain the process. The incoming family is responsible for full weekly tuition until the initial Care 4 Kids payment is received from that week.



Precious Memories **Place** creates a healthy, supportive and judgement free environment. A tour of our facilities to review center philosophy and goals is the initial step to ensuring that Precious Memories is the preschool where your family's journey is meant to begin.

We invite interested families to view our extensive website and call with any questions you may have. [www.preciousmemoriesplace.com](http://www.preciousmemoriesplace.com)



Precious Memories Place  
168 Greenmanville Ave  
(off of I-95 - exit 90)  
860-415-9744



*(Located between Mystic Village and the Coogan Farm)*

\*Feel free to set up a personalized tour with our knowledgeable administrative team\*

**Director/Owner:** Christine Eckersley  
**Administrative Assistant:** Caroline Britto  
**Administrative Assistant/Chef:** Lesa Lafleur  
**Administrative Assistant:** Kelsey Boucher  
**Administrative Assistant:** Bailey Tringale  
**Administrative Assistant:** Kate DeVoe  
**Administrative Assistant:** Sandy Holzinger

### **What to explore around at your tour:**

- Our school and classrooms
- Our knowledgeable and friendly team of teachers and caregivers
- Programs and curriculum
- Philosophy and healthy living
- Safety and security
- Nutritious meals and smoothies
- Treasured time experience
- Global trotters expedition
- School Age program and camps
- Tuition and enrollment process

## Center Guidelines

- Tuition is due and payable on the first day of each week the child is enrolled in the preschool regardless of attendance, i.e. sick days, vacation, holidays, center closings.
- Any tuition payment received after the last day of the week will result in a \$10.00 late fee. After two weeks of non-payment, a conference will be requested and your child's secured slot will be at risk.
- After two checks returned from the bank for non-sufficient funds payment must be made by money order, bank check, cash or credit card. There is a returned check fee of \$30.00.
- A child may be suspended or terminated due to lack of tuition payment.
- No reduction in tuition is made for illness, vacations, holidays, center closings or other withdrawals.
- You are responsible for the days you have registered for.
- Due to staffing and the number of children allowed per day, we can not allow for make-up days or switching of scheduled days.

## Withdrawals

It is the parent's responsibility to submit a written notice two weeks prior to their child's withdrawal from the center. If no advanced written notification is received, parents are held responsible for their child's contracted tuition fee for the two weeks.

## Non-Discrimination Policy

Precious Memories **Place** does not discriminate on the basis of national origin, race, religion, cultural, heritage, political belief, marital status or disabilities.

## Notification of Change of Policy

Parents will be notified regarding any changes to policy.

## Termination Policy

Precious Memories **Place** has the right to terminate a child or family from the center if necessary.

The center leaves the discretion up to the administrators for termination.

The following reasons are included, but not limited to:

- Lack of tuition payment
- Lack of updated physical examination form in child's folder
- Lack of following through on Center Policies
- **PMPlace** operates with a healthy family trust and relationship, lack of maintaining this professionalism can result in family termination.
- Zero Tolerance Behavioral Policy

## Parent - Teacher Relationship

Precious Memories **Place** has an "Open Door Policy" so parents are welcome to visit the center at any time without prior scheduling. May be subject to change due to COVID, health or safety concerns.

Monthly newsletters are available to keep parents informed of the center's activities and are available on our website and in our Parent Area. "Daily Reflections" and the "Remind101 App" are utilized at the infant, toddler and pre-school levels to keep our parents informed on a daily basis. They include the following: potty & nap schedule along with meal information. Additional parent conferences are also available upon request.

For your convenience:

- We offer "Drop-in Days" by request, of any additional days needed outside of your regular schedule. Acceptance is based on daily availability.

# School Snow Policy

Precious Memories Place makes every effort to maintain operation during most weather conditions. In the event conditions have been labeled a state of emergency, the center will close for the safety of our children, their families, and our staff. In keeping with this policy, Precious Memories Place may opt to delay the opening of the center or close earlier in the afternoon, if we feel that conditions are not safe.

All school closings, delays and updates, due to extreme weather conditions on television Channel 30 (NBC CT), our Instagram, Facebook and on all classroom Remind 101 groups.



@preciousmemoriesplace



@PreciousMemoriesPlace



Remind 101 App



## Meals and Nutrition

Precious Memories **Place** is a peanut-free establishment. Due to severe peanut allergies we are requesting that families not bring in any foods that contain peanuts or peanut butter. We are also asking that you and your child refrain from foods containing peanuts or peanut butter on the days your child attends the center.

The Center supplies a nutritional breakfast of fruit, yogurt, cereal and milk from 7:00AM to 8:30AM. Nutritional snacks of goldfish, veggie sticks, cheerios, wheat thins, raisins, craisins, cheese & crackers, yogurt, hummus & cucumbers, bananas and applesauce are served in the morning and the afternoon.

Lunch is prepared and served daily by a certified cook. Meals are nutritional and designed to foster healthy eating habits. We serve hormone free milk, whole wheat bread & pastas, and we avoid red meat & butter.

The following is a list of suggested meals for those who wish to bring in their own lunch.  
**(We will not accept peanut products or ingredients containing peanuts.)**

### Possible lunch meals to bring in:

- Sandwiches/Bagels
- Carrot & celery sticks
- Cheese & crackers
- Yogurt
- Fruit
- Veggies & hummus
- Sunbutter & Jelly

### Infant 1+ 2 Serving Schedule:

Breakfast - 7:00-8:30AM  
AM Snack - As requested  
Lunch - As requested  
PM Snack - As requested

### Infant 3 +4 Serving Schedule:

Breakfast - 7:00-8:30AM  
AM Snack - 9:00AM  
Lunch - 11:15AM  
PM Snack - 2:30PM

### Toddler + Intro Serving Schedule:

Breakfast - 7:00-8:30AM  
AM Snack - 9:15AM  
Lunch - 11:30AM  
PM Snack - 2:30PM

### Preschool + PreK Serving Schedule:

Breakfast - 7:00-8:30AM  
AM Snack - 9:15AM  
Lunch - 12:15PM  
PM Snack - 2:30PM

### **\*SPECIAL REQUESTS\***

In order to maintain a healthy diet, please do not allow children to bring candy, gum or an excessive amount of sweets to school.

# School Schedule

Precious Memories **Place** is open year round except for the listed legal holidays. The center operates Monday thru Friday from 7AM to 6:00PM. Please note the center closes promptly at 6:00 p.m. daily.

## Plan for a child not picked up at closing:

There will be a \$15.00 fee for any child picked up after 6:00 p.m. until 6:15 p.m. Then an additional \$15.00 fee will be added for any child picked up from 6:15 p.m.-6:30 p.m., etc.

- Staffing will include at least 2 people over the age of 18
- Parents will be contacted at 6:05 p.m. if child is still present; if unable to reach them we will try the emergency contacts.
- The child can only be released to designated people on child release form. A picture ID is needed for proper identification.
- In the event 1 hour has passed and no parent or contact person is reached, the local police department will be contacted.

Precious Memories **Place** closes in observation of the following holidays:

- Labor Day
- Thanksgiving Day
- New Year's Eve (closed at 4:00 p.m.)
- New Year's Day
- Christmas Eve (closed at 1:00 p.m.)
- Christmas Day
- Memorial Day
- Fourth of July
- President's Day
- Juneteenth

## PMPlace's Quality Points

- **A Stimulating Environment:** the classrooms are inviting and challenging without being intimidating. They are cozy, comfortable and offer acceptance and encouragement.
- **A Variety of Materials:** the classrooms offer a large assortment of gross motor and fine motor activities, that are rotated often, to enhance the learning process and foster healthy physical and emotional development.
- **A Productive Environment:** the classrooms operate on a positive level and stimulate learning through a multi sensory process.
- **An Organized Approach:** the administration and classroom are highly organized with a strong emphasis on commitment and follow through. The center strives to maintain a controlled atmosphere with defined limits to ensure a comfortable yet safe environment.

## Programs

We offer a safe and healthy environment with individual programs and with an emphasis on positive character building and strong self-esteem developing. The center is equipped for Infants, Toddlers, Pre-Schoolers, Pre-Kindergartners and School Aged Children.

In the **Infant Program**, our staff is mature and nurturing as well as responsible and well trained for this developmental stage. The philosophy and purpose of the Infant program is to supply all the comforts of home. They receive lots of tender loving care and stimulation through activities designed specifically for this age group. The teacher follows each child's individual daily schedule provided by the parent and they record the days' events.

The philosophy and purpose of the **Toddler Program** is to foster social interaction and support independence through furthering self-help skills. An inviting, energetic atmosphere contributes to creative play. Our daily schedules offer structure, yet are flexible to the individual needs of the children. The toddler curriculum explores and challenges play, social interaction and character building.

The philosophy and purpose of the **Introduction to Pre-School Program** is to foster social growth and lots of exploration. Challenge is shared between students and teachers to encourage motivation and introduce a commitment to learning. An extensively themed environment, with many opportunities to observe, research and self express, offers an inspiring atmosphere for both growing and learning.

The philosophy and purpose of the **Pre-Kindergarten Program** is to prepare children socially, emotionally and academically for Kindergarten with use of Connecticut Early Learning Development Standard guidelines. The center-based program promotes challenge and self-discipline and encourages self expression and an eagerness to seek and gain knowledge.

The **Neighbors and Nature School Age Program: Precious Memories Place** is collaborating with our neighbors at the Denison Pequotsepos Nature Center Coogan Farm to provide an enriching Before and After School experience for School Aged children. In this program children will benefit from all that Coogan Farm has to offer; indoor and outdoor spaces to explore and learn about nature. Areas of focus and exploration: Nature safety, animals and reptiles, nature maintenance, gardening, cooking, campfires, outdoor games, crafts. Servicing children up to age twelve.

*Throughout these stages, children will form friendships and memories to take with them forever.*

# Curriculum

Our activities and room structure reflect our philosophy. Just as the social, emotional and cognitive development of a child overlaps and intertwines, so do the activities and arrangement of the room. Lesson plans and areas of the room are arranged in a distinct pattern and are created so the child may interact with their environment. The room also encourages independence and creativity, while preparing children for success, a passion for learning and strong tools for living a balanced life.

The children move freely throughout their rooms and may use the materials to meet their needs. Respect for each other and the environment are always encouraged. There is a strong focus on achievement and enthusiasm through team work and perseverance. The center's curriculum is designed for each child's individual growth. Children are grouped according to age and ability. Daily activities aim to meet, as well as challenge each of their interests.

## Soaring & Exploring Revolutionary Academics

Through our progressive activities, concrete learning opportunities, and support from our teachers, your child will soar through creating their academic foundation. Themed monthly units define our focus and direction while allowing space for self-expression and creativity. Each themed unit is inclusive of STEAM (Science, Technology, Engineering, Art and Math) activities and CT ELDS (CT Early Learning Development Standards).

## Core Values Fostered Regularly

Achievement  
Respect  
Responsibility

Accountability  
Team Work  
Perseverance

Motivation  
Compassion  
Systemic Living

## Academic Skills Positively Enforced

Numbers  
Letters  
Colors  
Shapes

Coloring  
Cutting  
Gluing  
Grouping

Calendar  
Holidays  
History  
Creative Arts

Cultural Diversity  
Math and Science  
Language & Literacy  
Health & Safety

*It is important to know that everything a child does throughout the day is a learning experience and it contributes to their process of development.*

## BEHAVIOR MANAGEMENT POLICY

*The operator shall document that the techniques used to manage child behaviors in the facility have been told to child's parent(s) prior to enrollment and reviewed as needed during the period of the child's enrollment.*

Preschool behavior management is necessary for teachers to create an effective and positive learning environment. It also supports social behaviors and the children's social emotional development. Classroom behavior management helps promote conflict resolution skills, self regulation and peer collaboration techniques.

At Precious Memories Place, positive reinforcement, redirection and setting clear limits is a strong part of our classroom management. Each child learns and grows uniquely.

Our classroom management strategies are set as clear guidelines and limits and are introduced and revisited regularly as a team. Together they agree to support a healthy and safe learning space where we can grow together.

There is:

- NO Corporal Punishment, including but not limited to; spanking, slapping, punching, shaking or striking
- NO Cruel or Severe Punishment, Humiliation, Verbal Abuse, Frightening Punishment, or Neglect
- NO Denial of Food as Punishment
- NO Punishment for Soiling, Wetting, or Not Using the Toilet
- NO Physical Restraints, unless such restraint is necessary to protect the health and safety of the child or other people.

In the event a child needs more support with their behavior the PMPlace administrative team will work with the child, classroom, teacher and the family/guardian for a behavioral management plan. In the event outside resources are needed we will supply referrals to the family/guardian.

I, \_\_\_\_\_, (Parent/ Guardian) of \_\_\_\_\_  
Parent's Name Child's Name

have been, made aware of Precious Memories Place's Discipline Policy and I am aware that I will be kept abreast of any changes to said policy during the period of my child's enrollment

*"Behavior is the language of childhood, understanding it is the art of teaching" - Unknown*

# BITING PHILOSOPHY

## Information:

- Biting is an age appropriate stage of Early Childhood Development
- In our experience the biting stage can last as long as 4-6 weeks with recurring intervals of biting.
- There are many reasons children bite:
  - Exploration
  - Teething
  - Cause and effect
  - Attention
  - Imitation
  - Independence
  - Frustration
  - Stress
- Biting can be an uncomfortable issue for both the parents of the child bitten and the parents of the biter.
- Solutions may vary depending on the nature of the child and the needs of the family and may take some time to find the right fit.

## Precious Memories Place Philosophy:

- Biting is age appropriate; we support all stages of development for the children of Precious Memories Place.
- Our goal is to incorporate family support, provide tools and assistance to classroom teachers and involve administration to work through this stage in a timely and productive manner.
- After exhausting all of our resources at the center, Precious Memories Place requests an outside evaluation and institutes a plan of action.

## Classroom Procedures:

- When a child bites for the second consecutive time, we as professionals believe that the child could benefit from a classroom specifically equipped for the biting phase.
- If a child continues to bite, a plan of action is implemented through a conference with administration and the family.
- The actual incident:
  - The teacher intervenes
  - The biter is told, "No biting, biting hurts!"
  - The child is moved from the situation or activity and temporarily removed from the group.
  - Teacher or co-teacher follows up with the bitten child:
    - the bitten child is comforted
    - the bitten area is cleaned
    - the bite is documented
    - the parent is notified by phone
    - documentation is signed by staff and parent and filed in child's permanent folder

## BITING PHILOSOPHY (CONT.)

### Plan of Action:

- Address incident as it takes place in the classroom.
- Upon acknowledgement of a child entering the biting phase, the following tools are provided and made a part of their daily routine: teething rings, chewy toys, teething biscuits, cold cloths and pacifiers (with parent approval)
- Appropriate steps shall be taken to move a child to an older classroom if applicable
- A family conference is held to review incidents and assess the Plan of Action. A timeline is then determined and appropriate resources (within or outside the center) are then incorporated.

### Parent Communication:

- Parents receive upon entering, The Emotions of Biting letter and the Precious Memories Biting Philosophy
- Administration is available for tools and strategies of Early Childhood Development at all times.

## THE EMOTIONS OF BITING

This letter is designed as a resource and a tool for the parents/ guardians of both the child who is biting and the child who is bitten.

### *The emotions of parents are heightened during the biting stage:*

As a parent of Precious Memories Place, you may or may not experience a biting phase. In the event you do, we would like to prepare you ahead of time for the strong instinctive feelings that are brought about through classroom biting.

*As a parent of a biter*, you may experience embarrassment and guilt or feelings of doubt and uncertainty. You may even spend time at home or work worrying if your child is still biting others. It goes as far as undermining your choices and confidence as a parent. Please know these feelings are common and widely expressed here. We will work with you and your family through this challenging time. *As a parent of the child being bitten* you may experience worry, concern and trust issues with the caregivers. You may question supervision and center policies. Feelings of sadness and anger at times are expressed. You may question whether or not you and/ or your child are ready for a childcare setting or if Precious Memories Place is the right center for you. Precious Memories will do everything it can to immediately put the concerns of you and your family in more comfortable place.

Precious Memories Place chooses to share this emotional testimony with incoming families to prepare parents/ guardians for this challenging and age appropriate stage of development. As caregivers and professionals, who acknowledge the family's concerns and the children's safety, we will continue to research and improve the center's biting policy.

# PERSONAL PLAN OF ACTION POLICY

It is the goal of Precious Memories Place to accommodate the needs of all our children and their families. On occasion a child may show signs of concern through expression of emotions, behaviors or challenges. This is often considered age appropriate and not uncommon through the development of childhood. We at Precious Memories Place will take very effort to address the child's needs, however, in the event certain behaviors may cause a significant risk of harm and/or effects the health & safety of children or staff, a personal plan of action will go into effect.

## Personal Plan of Action:

Where every child experiences their own journey, any of the following could be instituted to secure safety at PMPlace and will unfold according to the needs of the center and child.

- Family conference is scheduled to discuss present areas of challenge & concern
- Behavior modification programs will be explored
- An evaluation may be requested
- The child may be sent home due to safety
- A leave of absence or continued enrollment will be up to the director's discretion.

## Actions that require notification/removal from the center:

- A long term behavior that causes injuries to self or others
- Vulgarity
- Bodily injury or aggression towards an adult or child
- Excessive violence
- Excessive anger
- Lack of respect for authoritative figures
- Safety issue in a classroom
- Continued disruption to the function of the class
- Children running out of classroom
- Substantial damage to school or personal property

Precious Memories Place's philosophy is psychologically based with a strong emphasis on self-esteem and emotional regulation. Our approach may not work with all families. Our priority is the well being of a child and the comfort & security of a parent. These are mandatory tools for a healthy family center relationship.

## INFANT SAFE SLEEP POLICY

The standards outlined below will be followed at the child care center or group child care home when placing infants under twelve months of age to sleep. All staff are to be diligent in their awareness and implementation of infant safe sleep practices for all children under the age of 12 months. We recognize the importance of being vigilant in the adherence of best practice and state regulations regarding safe sleep. All staff responsible for the supervision of infants will ensure the following:

- Infants shall be physically observed at least every fifteen minutes to assess the infants breathing, color, temperature, and comfort.
- Infants are placed in a supine (back) position for sleeping in a well-constructed, free standing crib or other piece of equipment designed for infant sleeping and appropriate for the particular child.
- The mattress is snug fitting and covered by a tightly-fitted sheet unless the child has written documentation from a medical provider specifying a medical reason for an alternative sleep position or alternate piece of equipment.
- When infants can easily turn over from the supine to prone position (back to front), they will be put down to sleep on their back, but then allowed to adopt whatever position they prefer for sleep.
- No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of the crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a medical provider specifying a medical reason for its use.
- Bibs and garments with ties or hoods shall be removed from infants that are placed to sleep.
- No toys or objects shall be attached to sleeping or rest equipment.
- No infant shall be put to sleep on a sofa, bed, couch, soft mattress, waterbed, or other soft surface.
- No infant shall be put to sleep or allowed to remain asleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing or any place that is not specifically designed to be an infant bed unless the child has written documentation from a medical provider specifying a medical reason for their use.
- No infant shall be swaddled unless the child has written documentation from a medical provider specifying

instructions and a timeframe for swaddling the infant.

No child under 3 years of age shall have access to teething necklaces, teething bracelets or other jewelry that

could present a choking or strangulation hazard.

\*In accordance with section 19a-79-10(g) of the Regulations of Connecticut State Agencies\*

## Precious Memories Place Babysitting Policy

This policy is for staff and parents who wish to make arrangements for babysitting outside of preschool hours.

We understand that some staff may be approached by parents who wish to employ them for babysitting duties outside of preschool hours, this may include taking the children home from preschool, bringing them into preschool in the morning, and nights and weekends.

At Precious Memories Place, we have a diligent recruitment procedure to ensure that we employ competent and professional members of staff, and uphold our duty to safeguard children. Unique philosophy trainings, paid CPR, first aid and medical administration certification, regular motivational trainings and life coaching strategies are all part of our extensive hiring process. We also supply the manpower to retrieve criminal background checks, updated medical requirements and reference checks.

Precious Memories Place does not have control over the conduct of staff outside of their position of employment, and our duty to safeguard children as above does not extend to private arrangements.

### Please Note:

- Precious Memories Place will not be responsible for any private arrangements or agreements that are made between members of staff and parents/caregivers.
- Precious Memories Place will not take any responsibility for any health and safety issues, conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of preschool hours.
- In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.
- Confidentiality of children, other staff members and all clients must be adhered to and respected.
- Parents should be aware that other adults accompanying a babysitter may not have the relevant Criminal Records Bureau clearance, and it may not be appropriate for them to care for children.
- No member of staff will take a child from Precious Memories Place unless they are a named person on the child's record.
- Precious Memories Place does not condone families approaching staff for nannying or babysitting services during hours of operation. Intent to do so can result in termination from the center.
- Precious Memories Place does not condone staff nannying or babysitting during hours of operation. Intent to do so can result in termination from the center.

## Infant 1 + 2 Schedule

**\*Operates with a 2 teacher to 8 children ratio\***  
**Group size no larger than 8 children.**

Bringing your new baby to childcare can be an emotional decision for a parent. At Precious Memories Place we make this transition as comfortable as possible for both you and your child. Our main objective is to provide a warm, welcoming and safe environment where your child can thrive and grow to their full potential. Our goal is to create a setting where parents and children feel secure and supported.

In our youngest classrooms, caretakers follow each infant's individual schedule. We aim to keep your baby's routine as consistent as possible to your routine at home. This first year of your infant's life is a time of growth and change; strong communication between you and your child's teacher is essential. Parents will find plenty of opportunity to talk to the staff at either drop-off or pick-up time and we have an open door policy where you may call or pop in at anytime. In our Infant 1 & 2 classrooms the age ranges typically from six weeks to one and a half years old. Infants receive plenty of tender loving care, floor play, singing, stories and one on one teacher time. Your baby will make new friends, grow and learn in a caring and safe surrounding.

As Children grow and develop, they will move to Infant classrooms 3 & 4. Here they enjoy a daily routine with a snack, lunch and afternoon nap. Children enjoy dance, movement, beginning art projects and a variety of activities that encourage skill building and self-expression. Circle time, dramatic play, and outside activities are also a part of each day's curriculum. Kindness and empathy are emphasized in all classrooms as your children build social skills and lasting friendships.

At Precious Memories Place, we are able to individualize our program to meet the needs of each child and all of the information from their day will be sent home in the form of a "Daily Reflection".

## Infant 3 & Infant 4 Schedule

\*Classroom operates 2 teacher to 8 children ratio\*

\*Group size is no larger than 8 children\*

**7:00-8:30 Arrival, Breakfast and Free Play:** Morning greetings and social interaction takes place in their classroom that have been developmentally prepared to start their day strong, healthy and creative. A variety of toys are available to explore around. Children may sit together to enjoy breakfast.

**8:30-9:00 Diaper Changing, Pottyng & Hand Washing:** While some children are pottyng and getting diapers changed, others are enjoying stories.

**9:00-9:15 Snack:** Time to encourage children to sit together and explore the use of table manners and healthy eating habits.

**9:15-9:30 Morning Circle Time:** Lots of music, movement and an introduction to the day's events.

**9:30-10:00 Outside Play:** A blend of teacher directed activities and self exploration. Teacher will provide assistance with gross motor skills and socialization while keeping safety a priority.

**10:00-10:45 Learn and Grow:** Incorporating a full spectrum of senses, feelings, exploration, creativity and motivation. See classroom curriculum for weekly activities.

**10:45-11:15 Relaxation/Songs/Stories/Diapering:** Beginning to calm our bodies to get ready to eat. Books on tape are great at this time

**11:15-11:45 Mealtime & Self-Expression Activities:** A time to foster healthy eating habits and encourage table manners.

**11:45-2:30 Rest & Relaxation:** While preparing the room for a cozy naptime, the children are gathered together for a soothing story to prepare for relaxation and rejuvenation.

**2:30-3:00 Hand Washing, Diapering, Literacy & Snack Time:** We encourage good table manners and respectful conversation with friends while enjoying a healthy snack. Children build upon literacy skills through books, words and pictures.

**3:00-3:30 Outdoor Play:** A blend of teacher directed activities and self exploration that enhance gross motor skills, coordination and imagination.

**3:30-4:00 Music & Movement:** Lots of music, movement and creative self expression through gross motor play.

**4:00-4:15 Diaper Changing, Pottyng & Hand Washing:** While some children are pottyng and getting diapers changed, others are enjoying stories or table toys.

**4:15-4:30 Table Activities:** A variety of activities that foster the development of fine motor skills and peak a child's interest in independent exploration i.e. Play Dough, blocks and puzzles.

**4:30-6:00 Free Play/Closing:** Teachers set out a variety of toys and play equipment that will promote social interaction and gross and fine motor skills while forming friendships

## Toddler 1 & Toddler 2 Schedule

\*Classroom operates 2 teacher to 8 children ratio\*

\*Group size is no larger than 8 children\*

**7:00-9:00 Arrival, Breakfast and Free Play:** Morning greetings and social interaction takes place in their classroom that have been developmentally prepared to start their day strong, healthy and creative. A variety of toys are available to explore around. Children may sit together to enjoy breakfast.

**9:00-9:30 Diaper Changing, Pottyng & Hand Washing:** While some children are pottyng and getting diapers changed, others are enjoying stories..

**9:30-9:45 Snack:** Time to encourage children to sit together and explore the use of table manners and healthy eating habits.

**9:45-10:15 Morning Circle Time:** Lots of music, movement and an introduction to the day's events.

**10:15-10:45 Outside Play:** A blend of teacher directed activities and self exploration. Teacher will provide assistance with gross motor skills and socialization while keeping safety a priority.

**10:45-11:15 Learn and Grow:** Incorporating a full spectrum of senses, feelings, exploration, creativity and motivation. See classroom curriculum for weekly activities.

**11:15-11:30 Relaxation/Songs/Stories/Diapering:** Beginning to calm our bodies to get ready to eat. Books on tape are great at this time

**11:30-12:00 Mealtime & Self-Expression Activities:** A time to foster healthy eating habits and encourage table manners.

**12:00-2:30 Rest & Relaxation:** While preparing the room for a cozy naptime, the children are gathered together for a soothing story to prepare for relaxation and rejuvenation.

**2:30-3:00 Hand Washing, Diapering, Literacy & Snack Time:** We encourage good table manners and respectful conversation with friends while enjoying a healthy snack. Children build upon literacy skills through books, words and pictures.

**3:00-3:30 Outdoor Play:** A blend of teacher directed activities and self exploration that enhance gross motor skills, coordination and imagination.

**3:30-4:00 Music & Movement:** Lots of music, movement and creative self expression through gross motor play.

**4:00-4:15 Diaper Changing, Pottyng & Hand Washing:** While some children are pottyng and getting diapers changed, others are enjoying stories or table toys.

**4:15-4:30 Table Activities:** A variety of activities that foster the development of fine motor skills and peak a child's interest in independent exploration i.e. Play Dough, blocks and puzzles.

**4:30-6:00 Free Play/Closing:** Teachers set out a variety of toys and play equipment that will promote social interaction and gross and fine motor skills while forming friendships

## Intro to Preschool 1 & Intro to Preschool 2 Schedule

\*Classroom operates 1 teacher to 10 children ratio\*

\*Group size is no larger than 10 children\*

- 7:00 - 9:00 a.m. Breakfast and Free Play:** A wide variety of manipulatives and toys are available for independent or cooperative play. Children may sit together to enjoy breakfast.
- 9:00 - 9:30 a.m. Snack and Book Time:** We work on good table manners and social interaction. We look at books independently or with a friend and explore the concepts of literacy.
- 9:30 - 9:50 a.m. Circle Time:** We begin with the calendar and weather, discuss our theme and letter of the week and sing our songs. We may enjoy a story or a learning game, and we conclude with movement, dance or activity.
- 9:50 - 10:15 a.m. Lesson Time:** We work on pre-reading skills, basic math skills, explore around science, history and culture.
- 10:15 - 10:30 a.m. Free Play/Centers:** Children explore the room, engage in an activity of their choice and socialize and interact amongst peers.
- 10:40 - 11:15 a.m. Outdoor time:** Time for cooperative games, basic sport skills and where good sportsmanship is introduced.
- 11:15 - 11:30 Creative Art:** The children work on following directions in their own creative way, using different mediums (paint, chalk, cutting, etc.), and a time for expressive creativity.
- 11:30 - 11:45 p.m. Center Exploration:** The children work on a variety of learning activities in small groups, while initiating and completing tasks with teacher supervision and encouragement.
- 11:45 - 2:30 p.m. Lunch and Rest:** A nutritional meal is served and healthy life style habits are discussed. Rest is available for those who choose to nap. Others may enjoy quiet activities.
- 2:30-3:00 p.m. Snack and Story Time:** A time to enjoy a nutritional snack, discuss healthy eating habits and enjoy stories while incorporating literacy skills.
- 2:30 - 3:00 p.m. Creative Imagination Art:** A creative teacher guided experience to explore the endless limits of imaginative design.
- 3:00 - 3:30 p.m. Centers:** The children work on a variety of learning activities in small groups, while initiating and completing tasks with teacher supervision and encouragement.
- 3:30 - 4:00 p.m. Literacy:** The children listen to a story and participate in an activity about the story fostering listening skills, focus and comprehension.
- 4:00 - 4:30 p.m. Outdoor Time:** A time to exercise and enjoy interactive play with peers and participate in group activities and teacher instructed games.
- 4:30 - 6:00 p.m. Free Play, Clean up and Prepare for Pickup:** A time for the children to relax and reflect on the day's events.

\*Supervised bathroom visits take place as needed

## Preschool through PreKindergarten 2 Schedule

\*Classroom operates 1 teacher to 10 children ratio\*

\*Group size is no larger than 10 children\*

- 7:00 - 9:00 a.m. Breakfast and Free Play:** A wide variety of manipulatives and toys are available for independent or cooperative play. Children may sit together to enjoy breakfast.
- 9:00 - 9:30 a.m. Snack and Book Time:** We work on good table manners and social interaction. We look at books independently or with a friend and explore the concepts of literacy.
- 9:30 - 9:50 a.m. Circle Time:** We begin with the calendar and weather, discuss our theme and letter of the week and sing our songs. We may enjoy a story or a learning game, and we conclude with movement, dance or activity.
- 9:50 - 10:15 a.m. Lesson Time:** We work on pre-reading skills, basic math skills, explore around science, history and culture.
- 10:15 - 10:30 a.m. Free Play/Centers:** Children explore the room, engage in an activity of their choice and socialize and interact amongst peers.
- 10:40 - 11:30 a.m. Outdoor time:** Time for cooperative games, basic sport skills and where good sportsmanship is introduced.
- 11:30 - 11:45 Creative Art:** The children work on following directions in their own creative way, using different mediums (paint, chalk, cutting, etc.), and a time for expressive creativity.
- 11:45 - 12:15 p.m. Center Exploration:** The children work on a variety of learning activities in small groups, while initiating and completing tasks with teacher supervision and encouragement.
- 12:15 - 2:30 p.m. Lunch and Rest:** A nutritional meal is served and healthy life style habits are discussed. Rest is available for those who choose to nap. Others may enjoy quiet activities.
- 2:30-3:00 p.m. Snack and Story Time:** A time to enjoy a nutritional snack, discuss healthy eating habits and enjoy stories while incorporating literacy skills.
- 2:30 - 3:00 p.m. Creative Imagination Art:** A creative teacher guided experience to explore the endless limits of imaginative design.
- 3:00 - 3:30 p.m. Centers:** The children work on a variety of learning activities in small groups, while initiating and completing tasks with teacher supervision and encouragement.
- 3:30 - 4:00 p.m. Literacy:** The children listen to a story and participate in an activity about the story fostering listening skills, focus and comprehension.
- 4:00 - 4:30 p.m. Outdoor Time:** A time to exercise and enjoy interactive play with peers and participate in group activities and teacher instructed games.
- 4:30 - 6:00 p.m. Free Play, Clean up and Prepare for Pickup:** A time for the children to relax and reflect on the day's events.

\*Supervised bathroom visits take place as needed

## Table Talk Program

A program designed to promote social skills, sharing, growing and self-confidence. Decorative boxes, that contain thought provoking questions, are provided for each classroom. During lunch time, teachers sit at the table with the children and pull questions from the box to create discussion and camaraderie, while fostering self-expression and self-confidence.

## Treasured Time Program

Group interaction and socialization are important to the development of young children, but a little one-on-one can make them feel very special!

A weekly program that allows for "one-on-one" activities and time together with a staff member of your choice for a twenty minute session four times per month. The following is a list of activities the children can choose from on a weekly basis.

Clay Sculpting

A Game

Tutoring

Computer Time

Nature Walks

Art Projects

Cooking Lesson

Planting

Science Project

## Special Activities

Special visitors and parties take place throughout the year to add to our enjoyment. Be sure to check the monthly newsletters and watch for posters at the front desk for details.

Mystic Fire Department

Boo Bear from Children's Dental

Project O

Mystery Reader

12 Days of Christmas

American Girl Party

Spirit Week

Police Department

Safety Programs

Summer Splash

Magic of Music

Global Trotters

Parents Night Out

Holiday Parties

Hairdo Day

Parades

Pirate's Day

Harvest Festival

## Birthdays

Birthdays are special at Precious Memories Place and each child's birthday is acknowledged. The child's name is posted on a birthday award on the door of the classroom. Recognition is given at "circle time." We also offer complete pizza parties here at the center as well! Choose from your child's favorite theme and leave the rest up to us. Parties include pizza, dessert, goody bags, table decorations, classroom decorations and more. Items may be ordered a la carte or as a complete.

# Global Trotters

The Adventure begins here....

As global trotters we choose our means of transportation, find our special location and update our passports as we prepare ourselves for departure! This cultural experience is in our extensive preschool curriculum.

Through in-house traveling:

- We explore countries, their history and culture, while also experiencing some of their well-known foods and customs.
- A few of the countries we visit: Brazil, Japan, France, Egypt, Australia, Mexico, India
- We learn the many ways to travel and all that is needed to travel.
- We explore the world map through the eyes of a child.
- Through music, artifacts, food, animal, language and natural wonders we explore our precious world together.

*Travelers Welcome!*



## Health

- It is required that each child have an updated physical examination and record of immunizations upon admission to the center. This material is kept confidential in each child's file and must be updated annually, as mandated by the Department of Public Health.
- There is a designated rest area away from the children for any child who is not feeling well. Any child diagnosed as having a communicable disease is not allowed to attend school and the parents are required to notify the directors immediately.
- All children's allergies are posted in the kitchen and in each classroom. We will protect children from exposure to foods, chemicals, or other materials that may cause an allergic reaction.
- Parent /guardian will be notified by phone of any minor injuries or incidents involving their child that requires first aid. An injury report will be maintained in the child's file.
- The center ensures that all equipment, items and surfaces are washed with disinfectant solution (bleach and water). The sanitizing solution is prepared daily. All such disinfectants are stored in a secure place and out of the reach of children.
- The following consultants are available to the center at all times: Registered Nurse Consultant, Dental Consultant, Nutritional Consultant and Social Services Consultant.
- The school nurse visits weekly and monitors children's health and their health records.

## Safety

- For the safety of the children fire drills are held regularly. This is to demonstrate how to leave the building safely in case of fire or an emergency.
- Safety buttons that are connected to a central alarm station are worn by administration.
- There are code systems in place at the front and back doors. All exterior doors maintained locked during the day.
- The main office is located at the entrance to monitor arrivals.
- Children stay on site throughout the day. They are not transported to other locations.

# Medical Emergency Policy

## Procedure

In the event of a personal emergency, accident or illness the following procedure is followed:

1. Parent/guardian or emergency contact is called.
2. In the event medical attention is needed:
  - 911 are called then parent/ guardian are instructed to meet us at the hospital
  - Teacher accompanies child in ambulance.
  - Child is transported to closest local hospital. Child's folder is brought for medical authorization and a staff member travels with the child.

The following emergency numbers are posted by the phones at all times:

<b>EMERGENCY:</b>	<b>911</b>
Fire:	860-536-2220
Police:	860-445-9721
Rescue:	860-464-8225
Poison Control:	1-800-343-2722
Lawrence Memorial Hospital:	860-442-0711

## Medication Policies & Procedures

- Medications shall be stored in a locked cabinet or refrigerated (according to the directions on label) separately away from food and inaccessible to children.
- All controlled substances shall be stored in a locked cabinet and inaccessible to children.
- All medication shall be stored in the original child-resistant safety container labeled with name, name of medication, directions and side effects.
- All unused medications shall be returned to parent.
- No medication will be administered without valid written authorization.
- Drugs that have not legally been approved by the Food and Drug Administration shall not be administered.
- The medication authorization record shall become part of the child's health record when the course of the medication has ended.
- Specific instruction from physician or dentist on how the medication should be administered shall accompany medication.
- Staff shall review possible side effects and notify parents if child shows any signs of them.
- The medication shall be in a safety cap container.
- Original prescription label must be on container.
- The name of the child shall be on container.
- The date of the prescription shall be within one month for antibiotics and within the expiration date for medications which are so labeled.
- Any medication administration errors shall be reported to parent/guardian.

# Illness Policy

## Mildly Ill children:

The child will be kept in a quiet, supervised area. Food, drink and rest will be available upon request (liquids given more often). Play material will be made available to the child and indoor activity will be minimal (close monitoring will take place). Precious Memories Place now has foods from the BRAT diet\* i.e. Banana, rice, apple /apple juice, toast, available in the event your child has a case of diarrhea while at Precious Memories Place. You will be contacted and the following foods are available for the rest of the day to foster a healthy recovery upon your request.

## Illness Plan:

Staff members shall be knowledgeable about the symptoms of childhood illnesses and be responsible for observing the children for illness. Any child with symptoms of a short term contagious illness shall be placed in a designated area away from the rest of the children, with continued visual and auditory supervision by staff. The parent/guardian will be notified immediately to remove the child from the center.

# Illness Policy Form

\_\_\_\_\_ is being sent home due to:  
\_\_\_\_\_ at \_\_\_\_\_ AM/PM.

Your child may return to the center **24 hours** after they have been symptom-free without the use of medication. **PMPlace** reserves the right request a doctor's note for a child's return if deemed necessary.

- Fever of 101.0 degrees or higher
- At least 1 case of vomiting
- At least 2 cases of diarrhea
- Possible pink eye
- Other: \_\_\_\_\_

Thank you for your cooperation in maintaining a healthy environment.  
*Christine Eckersley*

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

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Training for Administering Medications

There shall be an individual trained in the administration of medications on the premises at all times. The training shall be conducted by a physician or a registered nurse in the proper methods of administering medications.

- All training will be documented.
- Training should include, but not limited to:
  - Administration of medication
  - Safe handling and proper storage
  - Documentation and recording
- The center is prepared to administer an Epi-pen injection in an emergency.

## Administration of Medications

No medication that is ingested, inhaled, or injected, (prescription or non-prescription) shall be administered to a child without a written order of a physician or dentist (licensed in this state or any other state). The form must indicate the exact name of medication, child's complete name, dosage and directions, time and dates medication is to be administered and the written permission of the parents.

All prescription medications shall be administered in accordance with the written orders or directions of a physician or dentist. If a physician or dentist determines that the training of certified unlicensed personnel is inadequate to safely administer medications to a particular client then the doctor or dentist can order the administering of medications by licensed personnel.

Individual medication administration records for each child shall be written in ink, posted and maintained on a form approved by the department.

## Topical Medications

The following topical medications are exempt from a physician's permission form, but do require that parents or guardian sign an annual release form available from the administration:

- Diaper changing ointments
- Medicated powders
- Insect repellents-only all natural & non-toxic versions permissible.
- Teething medications

## Teacher Referral Procedure

In the event an ongoing challenge arises within a child emotionally, cognitively and/ or academically the teacher will reach out to the parents for their input. At this point the teacher will also inform administration and together a plan to move forward, with everyone in agreement, is set in place.

## Referral List

Elda Chesebrough, MSW, LCSW	1-860-572-4969
Child Abuse Care Line	1-800-842-2288
Child Support: CT Dept. of Social Services	1-800-842-1508
CT Dept. of Children and Families	1- 860-886-2641
Birth to Three Infoline	1-800-505-7000
Special Education Resource Center	1-800-842-8678
CT Bureau of Rehabilitation Services	1- 860-443-1719
CT Office of Protective Services	1-800-842-7303
Advocacy for Persons with Disabilities	1-860-297-4300
Child Care Info Line	1-800-505-1000

## Clothing

It is advised that children wear play clothes to school due to the variety of activities they are involved in, both inside and outside daily. It is encouraged to keep an extra outfit in your child's cubby for special occasions or for after-school plans.

The center recommends clothing that can be easily handled by the children to foster personal independence in the bathroom and for their comfort throughout the day.

All parents/guardians are required to bring a complete change of clothes, including underwear and socks, to be stored in their child's cubby. All before and after school children should bring a back pack daily for all personal supplies. Please label all children's clothing with their complete name.

Parents/guardians of infants and toddlers are to supply their child's diapers, and any other necessary items. Baby wipes are provided by the center. Each child has a cubby supplied by the center for all personal items.

# Social Service Policy

Abuse and Neglect: All staff is mandated by law to report any signs of abuse to the Child Abuse and Neglect Hot Line at 1-800-842-2288 or D.C.F.

Abuse and Neglect include, but are not limited to the following:

- Physical Abuse: Unexplained bruises, burns or broken bones.
- Sexual Abuse: Torn, stained or bloody underwear, difficulty walking, sitting, pain, itching or bruises in the genital area. Frequent urinary or genital infections.
- Emotional Abuse: Speech disorders, lapse in physical development, failure to thrive.
- Neglect: Hunger, poor hygiene, continual lack of supervision, lack of medical or dental care, abandonment.
- Abusive Relationships: Parent & Child, Staff & Child, Child & Child.

All staff should report abuse/neglect immediately and then inform the center's administration for recording purposes. All abuse and neglect records to be maintained by the center.

In the event of abuse or neglect by a staff member, the staff member shall be put on non-paid administrative leave immediately until a full investigation has been completed. The director may suspend, or terminate the staff member at their discretion.

Staff will receive regular prevention and awareness trainings through monthly staff meetings and through the continuing education requirements. Staff may contact D.C.F. for more information and scheduled trainings.

Thank you for taking the time to get to know all about us. Attention to detail and the highest quality of care and education are our gifts to you and your family.

Kindly,  
Christine Eckersley

*"Our greatest natural resource is the minds of our children." - Walter Elias Disney*