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## **AIDC History**

AIDC opened in 2001 and was first conceived by ACCD, a company committee dedicated to improving the corporate environment and AIDC's role in the surrounding community. ACCD recognized the lack of interaction of employees in their children's distant daycare programs. In response, ACCD immediately proposed and were approved for the launching of a company-sponsored center next door. The AIDC Daycare Steering Committee was quickly formed with AIDC employees acting as the advisory governing body for the center.

The center offers employees reduced rates, convenience, and an opportunity to be involved in their child's daily activities. AIDC employees with children volunteer their time by reading stories, leading art projects, and otherwise assisting in exchange for reduced rates. AIDC employees without children are encouraged to be involved in the program by assisting with special projects as paid staff. Although priority is given to AIDC employee children, the center also opens enrollment to the children of non-AIDC employees at competitive rates.

All core staff members are trained and experienced in providing childcare that fosters creativity and self-expression. Large and fine motor skills, language, reading, writing, art and group activities are integrated into the daily schedule. Children are given the freedom and encouragement to express themselves in any medium provided. Infants and Toddlers, under close supervision, have the space and freedom to move about and explore a given area.

We have a maximum enrollment of 35 children. The AIDC owners wanted to provide on-site childcare for their employee's children. The center's idea was to promote a caring and nurturing environment for the children, with the ability for parents to visit at any point during the day.

As a licensed childcare center, we comply with all regulations set by the State of Vermont. Our policies are based on these guidelines. We welcome children of AIDC employees and community families. Our daycare center is committed to providing quality care.

## **Philosophy**

Our AIDC Daycare Center provides an enriching, educational experience, which fosters self-expression through individual and group interaction. Our activities are developmentally appropriate and stress the importance of each child's thoughts, experiences, curiosity and imagination through play and learning.

Our curriculum is set up to promote all areas of development based on the age of the group and the individual needs of each child. These activities encourage physical, emotional, social, creative and cognitive development.

Our staff has built an environment that is safe and nurturing, but flexible enough for children to foster positive self-esteem. With teachers and families working together, we can all create a balance of consistency and flexibility; our students need to feel secure in their environment. With all of us working together towards a common goal, your children will experience a positive quality center.

## **Enrollment/Center Hours/Attendance**

AIDC Daycare accepts children from six weeks to five years old. We are open Monday through Friday, from 7:00 am until 5:30 pm. A 24-hour-notice is requested prior to any changes in your child's usual drop-off or pick-up time.

In case of an emergency, which causes a delay in pick-up time and requires additional care for your child beyond center hours, please contact our center immediately. A late fee of \$ 1.00 per minute will be charged for childcare after the time you stated in the contract. This is to be paid that evening or the next morning.

Please notify us in the morning before 9:30 am if your child will not attend our program for that day due to illness or a parent's day-off. It is requested that drop off occur no later than 10am, unless otherwise arranged, to avoid disruption to the class.

## Tuition

Tuition rates are based on attendance of five days a week and a maximum of 9 ½ hours a day.

For part-time rates, please contact the director. Part-time is only offered when another child attends on an opposite schedule of your own. (For example; Child A attends M/W/F and Child B attends T/TH) If you are offered Part-time, it is subject to change if there is no longer someone opposite your schedule. In this case, you will given a period of time to decide whether you would like to pay full-time tuition rates, or cancel your slot for a full-time family.

After school care is provided but only if the preschool class is not fully enrolled. Priority goes to the preschool who is here all day.

Our rates, which are subject to change with prior notice, are as follows:

### **Community rates:**

<b>Infants (six weeks) and One- Year- olds</b>	<b>\$ 180.00 per week</b>
<b>2/3 year-olds</b>	<b>\$ 165.00 per week</b>
<b>Preschool</b>	<b>\$ 155.00 per week</b>

### **Discounted employee rates:**

<b>Infants and One-Year-olds</b>	<b>\$ 135.00 per week</b>
<b>2/3 years olds</b>	<b>\$ 123.75 per week</b>
<b>Preschool</b>	<b>\$ 116.25 per week</b>

A nonrefundable deposit in the amount of one-week-tuition is required prior to enrollment. Payment is due weekly at the beginning of the week on Mondays, including absent days due to illness, holidays, vacations or days off as well as days our center is closed due to in-service days, parent-teacher conferences, snow days or other center-related closings. Any tuition payment not paid by noon on Wednesday of the same week will be charged a late fee of \$ 5.00 per day. Your child will not be allowed to attend the center until the payment is brought current. You are responsible for keeping tuition current.

**A written two-week notice is required if childcare is no longer needed.**

## Holidays/In-Service Days

We will be closed for these major Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Two days at Thanksgiving
- Two days at Christmas

Parent-Teacher Conferences:

Our parent-teacher conferences are held twice a year to discuss your child and his/her development as well as any other thoughts, questions or concerns you might have regarding your child or our center. You will be given at least a months notice of these conferences, as our center will be closed. There will be a sign-up for exact times posted closer to the date of conferences.

On days that the center is closed for conferences we will also be conducting staff in-service. Mornings will be used for conferences and afternoons for in-service.

We will also close one day a year for a full day of staff in-service. In-service days are provided for staff to plan their curriculum, attend workshops/ conferences and/or major house cleaning.

## Curriculum

Our teachers plan their curriculum according to themes. Activities are planned according to age and skills.

Our infants are busy all day long. We support their growth and development with music, singing, reading and sensory activities. If weather permits, our infants explore the outdoors riding in our quadruple strollers or on the playground. Older infants are introduced to projects including non-toxic crayons and paint under supervision of our teachers.

Toddler – and Preschool rooms are arranged in centers reflecting the children's skills and development. Learning areas include water/sand table, blocks & transportation, dramatic & house area, reading & quiet area and manipulative area.

Our students participate in circle where they learn new songs; finger plays and learn interesting facts regarding our theme. Our preschoolers are introduced to numbers and the calendar. They will also practice learning to count confidently, participate in-group discussions and learn the weekdays, months and year. Our activities throughout the day include science, arts & crafts, gym, free play and an introduction to foreign languages and different cultures. During the year, preschoolers will be introduced to the alphabet, early phonics, and letter writing. A large motor area is used to offer our students exercise and play.

Weekly activity calendars will be posted, but are flexible and are used as a guide throughout the day. Our teachers provide all parents with daily sheets and communicate with parents verbally. Many classrooms have white boards that are used to document the day's activities.

Our academic year is scheduled from September through Mid-June. In Mid-June we start our summer program with walks, water play, exploration and more field trips. Circle time and projects continue to be offered, however, we spend a lot of time outside on sunny days.

## **Volunteer System**

Our center encourages parent involvement. Teachers work very closely with our volunteers. Children and staff welcome our volunteers who actively take part in the program during their stay. Our volunteers have scheduled times to provide consistency for the children.

On staff's sick or personal days, the director joins the students in the teacher's absences. If needed, a volunteer may come to assist in the classroom.

All of our volunteers who are present in the daycare have passed a background check and have three references on file.

## **Parent/Guardian's Responsibilities**

Our parents/guardians sign in/out their children on the attendance sheet. This is required by the State.

Parents/Guardian's are also required to make sure all immunizations are up-to-date and a current photocopy of the record is given to the director to keep on file.

Parents/Guardians whose children use after-school care need to make their own arrangements in regards to transportation from public school to our center. A designated teacher is available to meet your child outside of the center at the bus stop if your child uses a public school bus.

Parents/Guardians are asked to notify us 24 hours in advance if there are any changes in their child's schedule.

If your child is not attending our program due to personal or sick days, please call us in the morning.

## **Open door Policy**

Once you have enrolled your child at AIDC Daycare, you are welcome here at any time. As a parent of a child at our center, you have parental freedom of access to our facility, your child's records and the staff records.

## **Accident or Incident**

Whenever there is an accident or incident involving a child in our care the appropriate form will be completed by the staff member most closely involved in the event. The Director and the parent will review the report the same day that the incident occurs. Parents will be asked to sign the report. The report will be placed in the child's file. A copy is available to parents upon request.

## **Security**

It is our priority to keep the children safe while at our center. The back door shall remain locked, and parents and visitors are asked to enter via the front door. Visitors will be greeted at the front door and will not be allowed access to a child unless that child's parent has advised staff of this occurrence. A photo ID is required for anyone, other than a parent, to pick up a child from the center.

## **Abuse and Neglect**

As stated by Vermont Law, all staff is mandated to report any suspicion of abuse and/or neglect. We are responsible for reporting any suspected cases of child abuse (physical, sexual or emotional) or neglect to agents of the local Social and Rehabilitation Services. These agents may conduct an investigation if necessary. We will work with families who need help in self-reporting.

## **Inclusion Policy**

AIDC Daycare is in support of the inclusion of children with special educational needs and disabilities in the regular classroom setting.

## **Behavior Management**

Redirection will be used for most situations of conflict to relieve anxiety. Children will be encouraged to verbally express their feelings and emotions. Redirection is designed to help the child gain self-control in a positive manner. Downtime is offered in appropriate situations. The child will be encouraged to rejoin the group.

Teachers will model appropriate language in helping describe feelings and emotions for children who are having a difficult time. They will facilitate communication between children.

Teachers will work with all children in providing choices, informing them of the consequences of not following the rules, redirection and consistency when a discipline problem occurs.

An occurrence report will be provided documenting the occurrence. This form must be signed by teacher, director and the parent, the form will stay on file.

Our staff will follow these steps in the case of an occurrence:

- Comfort will be given to the child
- First Aid will be provided in the case of an accident
- Aggressor will be redirected to another activity, or offered downtime if needed
- Children are always encouraged to use their words
- Parent/teacher conference is scheduled if necessary
- Child Care resource staff may observe the classroom for support, suggestions or information.

## Items to bring to our Center

Each child will be assigned a cubby space where they can store their belongings from home. Please send in the following:

Clothing:

- Change of clothes (incl. Pants/shorts, underwear, shirts, socks)  
**Please label all items with your child's name.**
- A Pair of sneakers (We do lots of sports and go on hikes)
- In-door shoes: These may include slippers

In the summer:

- Hat or any other item to protect your child's eyes from the sun
- Light jacket or sweatshirt for cooler days
- Sunscreen and bug spray

Late fall/Winter/Spring:

- Mittens (waterproof, please no knit mittens), Hat, Boots and Snow pants

Rest Time:

- -Sheet and blanket/pillow: we discourage the use of sleeping bags
- Crib sheet and blanket (infants)
- An item of comfort

**All sleeping items go home on Friday for washing**

Other items needed:

- Diapers, wipes and ointment

All clothing should be comfortable. We would like our children to explore freely and enjoy projects. Therefore, we are asking you not to dress them in their best outfits. Your children will get messy doing projects and playing outside. If you chose to send your child in a dress, please be sure they are also wearing bloomers, tights, or shorts over their diaper or underwear.

## Field Trips

Through out the year our toddler and preschool classes may attend field trips. Permissions slips will be sent home for parents to read information about the field trip and to sign. Additional fees may be collected depending on the field trip. In order to make our field trips a success parent volunteers are requested. Teachers and parent volunteers will provide transportation for the trip. Photo copies of driver licenses and proof of insurance are required for drivers. Parents are asked to leave their child's car seat the day of the field trip. Children without a signed permission slip and car seat will not be able to attend.

### **Toys from home**

We discourage toys from home unless they are related to the weekly curriculum. If related to theme, children may bring toys from home with the understanding that other children would like to play with them. AIDC Daycare does not take any responsibility of lost or broken objects from home. We allow toys and materials that promote positive social experiences and open-ended play. Battery operated toys, action figures, weapons and other related objects will stay in the cubbies. We encourage parents not to bring these kinds of toys into our center.

### **Medication Policy**

If prescription or non-prescription medicine is needed, parents must fill out a permission slip. These medicines include aspirin, cough syrup/drops, teething meds etc. These items need to be labeled and must come in the original container stating the child's name and proper dosage. We will store all meds in a locked box for safety reasons. We will not administer any medicine that has expired and will only give the recommended dosage as stated on the container or the written consent from your child's physician.

### **Illness Policy**

As stated by licensing, we are not able to care for children who are sick or otherwise unable to participate actively in our program. This is to protect the interest of other children and staff. Your child may not attend our program when he/she does not feel well. Our regulation requires that your child needs to be absent from our center until all symptoms are gone or your child's physician gives written consent if child has the following symptoms:

- Any child with a temperature of 100 degrees Fahrenheit under the arm or 101 orally shall not be admitted until the child is fever free for 24 hours.
- No child will be admitted in the opinion of the director if the child is too ill.
- In the case of vomiting, your child may not return for 24 hours after the last episode of vomiting. This policy applies as well if your child vomits the night before, but seems fine in the morning. Even though they seem fine, they may still have the virus and could infect other children at the center.
- Five loose bowel movements within 24 hours
- One loose bowel movement that cannot be contained in a diaper, or Potty-trained children cannot make it to the bathroom due to Diarrhea
- Diarrhea persisting for more than 48 hours
- If your child has lice or nits in their hair. Children need to be lice/nit free before returning.
- Any child having symptoms or is diagnosed with the following shall be excluded until written consent from your child's physician:

Bacterial meningitis	Chicken Pox	Diarrhea due to Shigella
Campylobactor	Salmonella	Giardia
Polio	Bronchitis	Pneumonia
Coxsackie	Yellow skin	Conjunctivitis (pink eye)
Measles	Mumps	Pertussis (whooping cough)
Tuberculosis (active)	Impetigo	Scarlet Fever
Fifth's Disease	Diphtheria	Hepatitis A or B
HiB infections	Ringworm	Scabies
Shingles	HIV (Aids Virus)	

Should your child become ill at the center you will be notified and must arrange pick-up within an hour.

Parents will be notified of any illness that a child had at our center, listing all symptoms parents should look for in their children. Names of the sick children will not be given due to confidentiality.

These policies regarding illnesses are strictly enforced based on the guidelines set by the Licensing Department of the State of Vermont.

## **Confidentiality**

Student's records are open only to the particular student's teacher, Director, and authorized employee of the licensing agency, or the child's parent or legal guardian. Information regarding an incident in the center may be discussed under certain circumstances, but a child's name will never be mentioned.

## **Meals & Nutrition**

Parents/guardians provide a nutritious morning & afternoon snack as well as a healthy lunch, including drinks. We ask you to send in a no-spill cup with cover. Preschoolers use open cups. In the toddler rooms and preschool we offer milk or water at lunchtime. You may bring in a jug of milk or 100% juice and we will refill cups during the day. If you do not provide either we have water on location. Please send 100 % juice/milk/water only in plastic containers. Due to safety reasons, we cannot accept beverages in glass cups/bottles.

We encourage parents to send snacks and lunches that match our nutrition philosophy. Nutritious foods that provide a benefit to the balance of your child's needs will be offered. Foods high in protein, fruits, vegetables, and whole grains are examples. We do not serve foods high in sugar or artificial additives, such as chocolate, gummies, cookies, brightly colored yogurt or applesauce etc. Popcorn, raw carrots, whole grapes, and uncut hotdogs will not be served to younger children due to choking hazard. Foods that do not adhere to our policy will be returned home uneaten with a reminder of our policy. For a list of snack ideas, please consult your child's teacher.

Parents/guardians of infants need to send in enough prepared bottles for the day and baby food if your child eats solid food.

**Please label everything!**—many children have the same cups/containers.

## **Potty-Training**

Potty-training takes place in the 2/3-year-old classroom. Parents supply at least three changes of clothes consistently. Please make sure to check your child's cubby for soiled clothing every night. During potty-training, please make sure your child wears potty-training friendly clothing such as jeans or sweatpants. Please avoid overalls or pants that are difficult to button/tie because it might be frustrating to your child and discourage independent potty training.

Pull-ups are permitted but we ask that they come undone and fasten. Our students wear diapers until they are successfully potty-trained.

## **Breastfeeding**

AIDC Daycare offers quiet areas for parents who choose to breastfeed their children at the center. Respecting the various philosophies and comfort levels of our parents, we encourage mothers to breastfeed their children in the infant room or other quiet areas outside of the 2/3-year-old room and preschool.

Our employee parents may make arrangements with their supervisors to schedule breaks and lunches to accommodate their child's breastfeeding needs. Please do not hesitate to let us know what your specific needs are.

## **Grievance Policy**

Any parent/guardian who has concerns about the center is encouraged to contact the Director immediately to discuss the issue at hand. If the issue persists, you may contact Childcare Resources and the Referral Center or the Division of Licensing in Waterbury.

## **Smoking Policy**

AIDC Daycare is a smoke-free environment. Parents and Staff may not smoke on our premises, which includes in front of windows or in the parking lot. We thank you in advance!

## **State Regulations**

As a licensed childcare center, we comply with all regulations set by the State of Vermont. Our policies are based on these guidelines. You can find a copy of the State of Vermont Regulations posted on the Parent Board or you may view them online at [www.state.vt.us/srs/childcare/licensing/license.htm](http://www.state.vt.us/srs/childcare/licensing/license.htm). You may also receive information through the Child Care Consumer Concern Line at 1-800-540-7942.

## **Religious Activities**

During holiday seasons, we generate our themes around family traditions and religions. We ask families to share their traditions with us. Each classroom may learn about a different tradition; depending on what families contribute to the theme. If there are families who do not wish for their child to be exposed to certain religious beliefs, we ask that you let us know ahead of time. Teachers will give updates to when these activities will take place. If no parents contribute their traditions we will base our themes around the beliefs that are celebrated most often.

## **Emergency Closing Policy/ Snow Days**

In the event of emergency or our school being closed due to extreme weather conditions please verify the center's closing by listening to one of the following media stations: WOKO, STAR 92.9, 95 Triple X, TV- Channel 3.

## **Parking**

The spaces directly in front of the center are available for parking during pick up and drop off times. Please avoid long term parking in these spaces. Parking along the sidewalk is prohibited as it blocks others from backing out of their spaces.

## **Birthdays**

Children are welcome to celebrate their birthdays at the center. Parents may supply a treat for snack time, (muffins, cupcakes, etc.). We ask parents to give us advance notice if you are planning on bringing in a snack. The center provides a gift for each child on his/her birthday.

## **Fundraising**

Throughout the year, we have many fundraising events. These events assist us financially for extra-ordinary projects or equipment. Additionally, they foster a great relationship between parents and teachers.

## **Parent Acknowledgement**

I (We), \_\_\_\_\_ have read this handbook and understand the policies, responsibilities and information within. I understand that some policy's are subject to change. I (We) accept these obligations for the duration of my child's/children's enrollment.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this page with enrollment forms.