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*WELCOME
TO
WESLEY LEARNING CENTER*

This handbook is provided to parents as an introduction to our school and its policies. Please read it carefully. In it, you will find important information about our program. We look forward to working with you and your child to provide a safe, healthy, and educational environment.

Our staff is highly motivated to provide your child with the best there is in Early Childhood Education. Please do not hesitate to call us if you have any questions regarding our program.

We hope that you and your child enjoy all the exciting ways of learning we have waiting at Wesley Learning Center.

The Staff at
Wesley Learning Center

THE CENTER'S BACKGROUND

Wesley Learning Center was started in 1993. It is a church-sponsored, non-sectarian learning program. The Board of Directors is made up of a member of the Board of Trustees, the Church Council, the pastor, a member from Christian Education, Finance and SPRC, the Director, and parent representatives from each age group. The Board sets all policies for the school. The center is licensed by the State of Connecticut, and we are located at:

**The Newtown United Methodist Church
92 Church Hill Road
Sandy Hook, CT 06482-1110
1-203-426-6149**

MISSION STATEMENT

The goal of Wesley Learning Center is to provide a quality learning experience, addressing all areas of the child's development: physical, emotional, social and cognitive. Wesley Learning Center is a place where children and childhood are celebrated; where development of self-esteem and self-expression are key elements of the early childhood curriculum; and where parents can always find nurture and support for their important role in their children's lives. It offers a safe and pleasant environment where children are both cherished and encouraged to grow.

Wesley Learning Center's curriculum is non-sectarian, and seeks to teach, by example, ways of peace and love, empowering children to resolve their own problems in non-violent ways; to respect each other, and themselves; and to reach out to others. It aims to celebrate the diversity of humankind, involving the children in the festivals of a variety of faiths and cultures; and it provides it in a non-violent environment.

NAEYC ACCREDITATION

Wesley Learning Center received its accreditation from the National Association for the Education of Young Children in 1999. Wesley Learning Center voluntarily underwent a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs and was found to be in substantial compliance with the Criteria. NAEYC administers the largest and most widely recognized national, voluntary, professionally sponsored accreditation system for all types of early childhood schools and child care centers. A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

PRESCHOOL PROGRAM

Wesley Learning Center offers a program that is developmentally appropriate for children age 3 through 6. Your child will discover new things, imagine new and exciting places, try out new ideas, but best of all will have fun. Our goal is to help children foster a positive sense of self, to respect other people, and to develop good social relationships. As your children experience all we have to offer, they will become independent in their thinking, and gain self-confidence in their ability to achieve new things. We have materials and activities that stimulate a child's physical, intellectual and emotional development. Your child will be able to explore his or her creativity with the freedom of choice. We also offer consistency and gentle guidance to help them make that choice. All these things combined will give your child the best beginning for a real enthusiasm towards learning.

PRE KINDERGARTEN PROGRAM

Not every child is ready to start Kindergarten after their pre-school experience. Wesley Learning Center has a class specifically for those children. The children participate in a learning environment that is integrated in all interest areas. Here they can expand their knowledge and skills in different ways. This gives them deeper understanding of a subject and helps them make connections. Each child moves at their own pace, working in a smaller environment to achieve the readiness skills needed to be successful both socially and academically in the years to come. All this will be done through play, as play is how children learn best. They will concentrate on specific academic areas such as literature, journal writing, science, math, letters and sounds. All of this is done in a safe, nurturing classroom space. There will also be time for building friendships and acquiring independence during free choice, snack time and on the playground. The children have music twice a month with Miss Helen. The class also has several educational field trips during the year. We are confident that your child will achieve the academic and social success which will get them ready to enter a Kindergarten program.

KINDERGARTEN PROGRAM

At Wesley Learning Center's Kindergarten program, children participate in a rich learning experience designated to challenge them to explore, to discover, to wonder, to think, to create, and to enjoy. The learning environment is arranged in interest centers, where children will find an enticing array of materials and activities from which to choose. We have designed a kindergarten program that is consistent with the current research in Early Childhood Education, which documents that young children, up to the age of eight, learn best through direct and physical interaction with people and things in their environment. Our children learn to read and write through a "Whole Language" approach - by listening to stories, poems, songs, and finger-plays, by participating in shared reading experiences, by dictating their own stories to a teacher, by copying letters and words that are important to them, by writing their own stories, figuring out and inventing their own spelling as they go.

OUR GOALS FOR YOUR CHILD

- to assure that each child is ready, academically and socially, to enter first grade.
- to support each child's sense of competence.
- to promote positive relationships among students.
- to provide a loving, supportive environment which encourages the - balanced development of the whole child.

Parents are our partners in the education process at Wesley Learning Center. Parents are encouraged to speak with teachers to exchange information.

CURRICULUM BENCHMARKS

Wesley Learning Center's curriculum is based on the Pre-school Benchmarks determined by the State of Connecticut. "A Benchmark is a landmark or a known position for use as a reference point." Benchmark is a word we use to identify target skills and experiences upon which we seek to focus in a particular year(s). Benchmarks help us to identify knowledge, strategies, and skills that we expect students to learn, know and be able to do. All students can develop the knowledge, skills and strategies described in the benchmarks. Different children will achieve varying degrees of depth and breadth of understanding.

These benchmarks detail the philosophies, experiences, and goals that are a part of our learning program. Parents should read this section carefully and assess their child's experiences with these benchmarks as a reference.

PERSONAL & SOCIAL DEVELOPMENT GOALS

By the end of preschool, children will:

- Refer to themselves by first and last name.

- Identify themselves by family and by gender.

- Identify the members of their family by their roles in the family, e.g., mother, brother, grandmother, uncle.

- Move from more physical displays of emotions and begin to verbalize them.

- Clean-up and put away materials in appropriate places and move to next activity with few verbal prompts.

- Demonstrate an understanding of classroom and playground rules. They will also participate in the development of rules.

- Demonstrate a sense of responsibility to others.

- Demonstrate effective functioning as a member of a group.

- Engage in activities that they select or create and demonstrate self-direction in use of materials.

Make independent decisions about what learning center or material to engage with and use materials needed for their work.

Sustain attention to task.

Remain engaged in an activity that he/she has selected for a minimum of fifteen (15) minutes.

Demonstrate the ability to use a minimum of two different strategies to attempt to solve a problem.

Be familiar with and follow the daily schedule and routines.
Verbalize what activity comes next.

Engage in activities that involve interactions with one or more children to play or to work together to complete a project.

Assist other children in clean up or working together to complete a project.

Enter into or initiate a play situation with peers.

Demonstrate empathy and caring for others.

Ask for help from adults or peers in the classroom, when in need of assistance with a self-help task.

Use words to identify the problem he/she is having with a peer.

Participate in the resolution of a conflict by an adult, agree to a solution and follow it.

Notice similarities and differences between himself/herself and others and verbalize these similarities and differences.

PHYSICAL DEVELOPMENT GOALS

By the end of preschool, children will:

Wash hands, brush teeth, toilet independently and use tissues appropriately.

Put on and take off clothes.

Demonstrate control, balance, strength and coordination in gross motor tasks.

Demonstrate coordination and strength in fine motor tasks.

Participate in healthy physical activity.

Practice appropriate eating habits, hygiene, and self-help skills.

Demonstrate competence in a variety of activities that require coordinated movement using large muscles.

Perform activities that combine large muscle movements with equipment.

Combine a sequence of several motor skills in an organized way.

Choose to engage in physical activity that is child-selected or teacher initiated.

Use a variety of materials that promote eye-hand coordination and small muscle development.

Show beginning control of writing, drawing and art tools.

Move through an environment with body control.

Be able to walk in the classroom and not bump into furniture or people.

Demonstrate an awareness of top and bottom, up and down.

LOGICAL THINKING GOALS

By the end of preschool, children will demonstrate these Logical-Mathematical/Scientific Thinking skills:

Demonstrate the ability to think, reason, question, and remember.

Use language to communicate, convey, and interpret meaning.

Establish social contacts as they begin to understand the physical and social world.

Express wonder, ask questions, and seek answers about the natural world.

Ask questions about and comment on observations and experimentation, e.g., Ask “Where does the sun go to sleep?” “How come the sun keeps following me?”

Comment on how fast or slow sand from the sand table flows through their fingers for fists.

Collect, describe and record information.

Make comparisons among different objects using different senses and using words to describe their experiences.

During a walk around the neighborhood or in the park, collect objects, e.g., leaves, twigs, for the nature table for observation and discussion

Use a variety of materials for investigation and data collection, e.g., use magnets, sieves, wire whisks, magnifying glasses, microscopes, measuring scales, tape measures, photographs, drawings, or video.

Recognize and solve problems through active exploration, including trial and error and interacting with peers and adults.

Make and verify predictions about what will occur.

Use resources such as books, computer software, peers, and adults to explain their predictions.

Compare and contrast objects and events.

Classify objects and events based on self-selected criteria and provide the rationale for their classification.

Use language to explain why things happen using scientific principles, e.g., use words such as sink, float, melt, freeze, liquid, solid.

Engage in a scientific experiment with a peer or with a small group.

Organize and express their understanding of common properties and attributes of things.

Recognize simple patterns and duplicate or extend them.

Imitate visual or auditory patterns.

Create and duplicate patterns and shapes using a variety of materials.

Create their own patterns with a variety of materials and duplicate patterns presented to them.

Sort objects by one or more attributes and regroup the objects based on a new attribute.

Order several objects on the basis of one attribute.

Arrange objects in a sequence that they can explain.

Use vocabulary to indicate their knowledge of position and order. Near, far, top, bottom, under, over, first, second, and last.

Know that some instruments measure weight, volume, height, distance and temperature.

Count objects and make the connection between number and quantity.

Engage in counting and discussing quantity as they play.

Make estimates of quantity, distance, weight, length, and use measuring tools and other ways to verify the estimation.

Describe or represent a series of events in the appropriate sequence.

Use words to denote time periods or a sequence of events.

Demonstrate a variety of strategies to share information: drawing, clay models, computer graphics, graphs, charts, photographs or videos.

LITERACY GOALS

By the end of preschool children will demonstrate these Language and Literacy skills:

Communicate experiences, ideas, and feelings through speaking.

Moderate volume, speak so that their words will be understood by peers and adults or use an alternative communication device.

Use several sentences, with at least five words in each sentence to respond to a question or express ideas, thoughts, and feelings.

Use language to engage in conversation by making statements or by asking questions.

Use language to retell stories and experiences, make up stories, describe, ask questions, get information, ask for assistance.

Listen with understanding to directions, conversations, and stories.

Respond to their names, requests for action or information, and follow two-step directions.

Attend to conversation and indicate understanding by their behavior.

Understand directions, conversations, and stories.

After listening to a story, children will retell basic story line and will recall characters and location.

Exhibit interest in reading.

Select to read a book or engage in reading-related activities during learning center time.

Listen with interest to a story read or told by an adult.

Hold book upright, turn pages from front of book to back and scan pages from top to bottom and left to right.

Begin to become aware of the connections between letters and sounds.

Name several words that are familiar to them in their environment.

Use different forms of writing.

Draw or “write” about their experiences.

Use a sample or independently print their first name.

Develop an awareness of letters and the connection between oral language and writing. They will “write” words on paper without a sense of top or bottom, left to right or letter order in a word. Children may also use letter or word stamps, a computer or a typewriter.

CREATIVE/AESTHETIC GOALS

By the end of preschool, children will:

Use different art forms as vehicles for creative expression and representation.

Develop an appreciation of the arts.

Exhibit curiosity about and explore how materials function and affect the senses.

Experiment with different ways to use art materials. Children will experience materials of different textures and smells.

During learning center or choice time, choose to engage in a creative art activity.

Create works that represent or express experiences, ideas, feelings and fantasy using various media.

Select different art materials, e.g., tempera paints, collage, markers, wood, to create representations of thoughts, ideas and experiences, using a few details.

Select different media to express emotions and ideas.

Represent fantasy and real life experiences through pretend play.

- Assume the role of someone or something else and talk in the language/tone appropriate for that person.
- Engage in cooperative pretend play with another child.
- Engage in musical and creative movement experiences.
- Select musical instruments or use tape recorders during learning center time. They will spontaneously sing songs.
- Engage in a variety of movement and dance activities individually and in a group.
- Describe or respond to their own creative work or the creative work of others. When asked, “Can you tell me about your picture?”, children will describe the drawing or painting. When asked, “What do you think this picture is about?” children will give an explanation.
- Respond in various ways to the creative work of others, e.g., through body language, facial expression or oral language.

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ENROLLMENT AND ADMISSION

Wesley Learning Center admits all children regardless of race, color, nationality or religious background. Returning students are given first priority as to choice of sessions. Children of members of the Newtown United Methodist Church as well as siblings of current students and alumni of the school are given priority in enrollment. An open registration session will be held at the beginning of the year. There is a non-refundable application fee at the time of registration.

PROGRAM HOURS

Wesley Learning Center offers both morning and afternoon sessions.

Tuesday - Thursday for 3 year olds

8:45 a.m. - 11:00 a.m.

11:45 a.m. 2:00 p.m.

Monday - Wednesday - Friday for 4 year olds

9:00 a.m. - 11:30 a.m.

12:30 p.m. - 3:00 p.m.

Expanded Day 4 Year Old Program

Monday through Thursday

9:00 a.m. - 1:30 p.m.

Pre-Kindergarten Program

Monday through Thursday

9:00 a.m. 1:30 p.m.

Expanded Day Kindergarten Program

Monday through Friday

8:30 a.m. 1:30 p.m.

Wesley Learning Center calendar will be provided prior to the beginning of school.

TUITION

Tuition is set each year by the Board of Directors and is based on a ten (10) month program. The first payment date is determined at registration. The following nine (9) payments are payable on the first of September and on the first of each month until May.

We require four (4) weeks written notice if you withdraw your child for any reason. No part of the tuition already paid will be refunded. You are not required to pay any other fees upon withdrawal of our program.

FIRST DAYS

A child's first days in school are important ones. There is an Orientation Day when you and your child can come and meet their teacher, see their classroom and meet their classmates. We ask that a parent or caretaker only plan on staying with the child the first day for 10 or 15 minutes. This is usually time enough for you and your child to have a comfortable feeling about the new school. This will help to facilitate each child's adjustment to school. Please do not bring other siblings. Your child will begin to trust the teachers, and begin to build a foundation for separation from home. It is helpful to let the teachers work with the children while you are here with them. When "good-byes" are said, it is well to say it quickly and cheerfully, giving your child assurance that his parents feel he will have a good day. It is important to reassure your child about who will pick them up and then be prompt in coming to the school. This will also help them adjust to a new situation. **It is important that you not bring your child into the classroom before their scheduled time.** A teacher will be there to greet you at the classroom door. Please accompany your child to the school through the main entrance of the building. Have your child leave his/her snack on the cart outside of their classroom. **Preschool children should not bring in backpacks unless the teacher gives permission.** **KINDERGARTEN students should bring backpacks.**

DISMISSAL

At dismissal time, the teacher will come out and talk to the parents before the children are dismissed. If anyone other than a parent is going to pick up your child at the end of the school day, we need the **parent's permission in WRITING on each occasion.** If the teacher does not know the person who is picking up the child, she will ask for proper identification. All notices and papers to go home will be in your child's cubbie. Please check them before leaving.

CHILDREN'S SAFETY

The safety of your children is of the utmost importance to us. Wesley has a state of the art entry system. Only parents or personnel with FOBS are able to enter the building. All unauthorized persons must ring before being admitted. There is a \$10.00 deposit for the FOB and the deposit will be returned when the FOB is returned in June. You may have an additional FOB if needed.

All employees have thorough background checks and are cleared by the State Of Connecticut to work here. The staff is CPR and first aid trained and knows what to do in the event of an emergency. It is our responsibility to keep your children safe. All our evacuation procedures are approved and on file with the State, and they are available for all parents to see upon request.

Our parking lots are very busy and can be dangerous during arrival and dismissal times. Please make sure your child is escorted to and from your vehicle. Please hold your child's hand when leaving the building. Make sure you are parked in a lined parking space. Please do not linger in the parking areas or let your children play.

There is no running on the handicap ramp.

Children may only play and socialize within the **fenced playground** with their friends and parents.

AUTHORIZATION FOR PICK-UP

No child will be allowed to leave with anyone who is not listed on the authorization form and who does not show proper identification. **It is the sole duty of the parents to immediately inform the Center of any changes in the list of approved individuals who have permission to pick up their child. This duty also applies in the instance of legal separation and custody agreements.** For the safety of the child and the Center, no child will be released to anyone unless they are on the authorization form or a letter from the parent is given to the teacher ahead of pick-up. **For emergencies only** - parents may telephone the school and give verbal permission for someone not on our list to pick-up your child. The same identification procedures will be in affect if the staff does not know the person.

HEALTH

Children should be toilet trained before entering Wesley Learning Center. If there is problem, please contact the director.

Medical Forms are given to the parents at the time of enrollment. It is required by the Connecticut Department of Health that immunizations and physicals meet all state regulations. The annual physical must be completely filled out by the physician's office. It must be signed and dated by the physician. When your child's physical expires, you will be notified that your child must have a new physical and a new physical form must be filled out and signed by the physician. If your child's physical expires, your child will not be allowed to come to school until you have turned in a new physical or notified the Center of the **date** for the physical.

MEDICAL EMERGENCIES

In the event of a medical emergency, or accident, we will contact the parent and/or the doctor for that child. If it is impossible to contact either parent, and emergency treatment is required, the child will be taken to Danbury Hospital, or the hospital designated on your child's emergency form. Your authorization is required for the Center to contact your family physician and to take whatever emergency medical procedures are necessary. Only life threatening care will be performed. All other care will be withheld until the parent can be contacted.

EMERGENCY FORMS

An emergency form for each child will be filled out by the parent when your child is enrolled. We will have a copy of this form in the class books and copies will be kept at the pastor's home (on church grounds) in case of an emergency evacuation of the building.

If any changes occur during the school year, such as address, phone numbers, emergency contact names and phone numbers, name of physician, or other important information, YOU MUST NOTIFY THE CENTER IMMEDIATELY so your child's records can be updated. Please do this in writing.

FIRST AID AND ACCIDENT PROCEDURES

Whenever a child becomes injured or ill, it is the Center's responsibility to give appropriate First Aid. Our staff is certified in Pediatric First Aid and CPR. If further help is needed, the Center will call the local EMT to take the child to the hospital. The parent will also be notified immediately

ILLNESS OF A CHILD

It is important that we maintain a healthy environment. For the benefit of everyone in our Center, please keep your children home if they do not feel well (diarrhea, fever, vomiting, congestion, uncontrolled runny nose, or coughing). **PLEASE NOTIFY THE CENTER IF YOUR CHILD WILL BE ABSENT.** If your child is out for more than five (5) school days, a note from your physician is required for your child to return.

ILLNESS GUIDELINES

1. Any child who is ill needs to be kept home.
2. A child who is too ill for outside play needs to remain at home until strong enough to enjoy the program.
3. Your child may return to school when
 - a. temperature is normal for 24 hours.
 - b. diarrhea or vomiting has stopped for 24 hours.
 - c. cleared to return to school by physician.
 - d. your child has taken an antibiotic, ordered by the physician, for 24 hours.

Anyone of the following symptoms will require that a child be removed from the Center as recommended by the Connecticut Department of Health:

**Vomiting Chicken Pox Diarrhea Conjunctivitis Mumps
Impetigo Fever Measles Unidentified Rash Strep Throat**

If a child has injured (fractured or broken bones, stitches, etc.) a note is required from your physician stating that the child can participate fully in the program.

CARE OF A SICK CHILD

If a child should become ill while at school, the classroom teacher will inform the Director or person in charge who will contact the child's parents or their emergency person. The child will be in a room away from the other children with a staff person until the parent arrives. If the child needs bathroom facilities, a staff person will be assigned to the child. The staff person will make the child as comfortable as possible while they are waiting. If bathroom facilities are needed, these will be available to the child.

AUTHORIZATION TO RELEASE INFORMATION

The information, which our Center may give out on a child or the child's family, is restricted by law. The Center may not give out any information to an individual, an agency, a school district, a hospital, or others without first obtaining permission from the parent or legal guardian.

The Authorization to Release Information must be filled out and signed by the child's parent or legal guardian. The document authorizes the Center to release confidential information on the child if the need arises. Please keep this form in the event we need to release any information on your child.

SNACKS

We ask parents to supply a snack for their child. We suggest fruit, raw vegetables, cheese, raisins, popcorn, crackers or half a sandwich. Please also include a drink. If your child is using a thermos, please do not fill it completely; it makes it easier for the child to use. The children learn valuable manipulative skills from handling their own thermos. We offer water to a child whenever desired.

The State of Connecticut requires that each child's lunch box also contain a cold pack. Please mark your child's name plainly on the **OUTSIDE of the lunch box and thermos.**

Kindergarten, Pre K and Four Day Four Year Old Classes:

Please supply a snack and a lunch for your child. We suggest a separate bag for snack and one for lunch. If your child is using a thermos, please pack a drink box for snack as well. Water will be provided at lunchtime if your child needs it. Please include a cold pack in their lunch box. It is also important that you label the outside of the lunch box and the thermos as well.

BIRTHDAYS

Many children enjoy celebrating their birthdays at school. Please inform the teacher if you plan to provide refreshments for your child's birthday. Some suggested treats may be: a small muffin, a small plastic bag filled with popcorn or raisins, or animal crackers. **PLEASE DO NOT SEND IN LOLLIPOPS!!**

CLOTHING

Comfort and **safety** are important considerations for clothing. Children are more comfortable if they can handle their own clothing. We encourage the children to try to put on their own coats, hats, boots, and gloves. We feel that outdoor play is an important part of our program, but we will not take the children out if the temperature is below 35 degrees or if it is raining. During the colder months, please make sure that your child is prepared to go outdoors with hats and mittens if the weather permits.

Please write your child's name in their coat. We feel it is best that children **do not wear boots of any kind in the classroom**; therefore, if your child wears boots to school, please send in regular shoes and change them before you leave. Please do not send your child to school in sandals or jelly shoes. Sneakers are best to wear to school.

BRINGING TOYS FROM HOME

Please do not allow your child to bring in toys from home. They deter the child from playing with the learning materials offered at school. If your child must bring something from home, we do ask that it remain in the cubbie until the end of the session. There will be opportunities for the children to bring things from home during the year. The teachers will give you advance notice of this.

THE SCHOOL'S RELATIONSHIP WITH PARENTS

An important part of the school program is the parents. Parents and teachers must work closely together to establish a caring, learning rapport. We encourage mothers, fathers and any other family members to spend some time with their child at school. We also encourage family members to come in to talk to the class about their hobbies, work or other interests. You may even come in and share a special story or book with the class. A special form will be sent home in December to do this. Our parents are welcome to observe our classes at any time. Please speak with your child's teacher if you would like to visit. Parent/Teacher Conferences are scheduled in the spring. The conference is a time for sharing concerns and hearing from parents. Progress reports will go out in November and May.

We try to establish a close rapport with parents. Parents are encouraged to share any child-related problems with the teachers. If at any time you would like a conference with the Teacher or Director, please feel free to ask and we will be happy to set up a time. We feel strongly that the child-parent-teacher relationship is a priority at Wesley Learning Center. If you would like to talk with your child's teacher, Please ask for a convenient time for her and arrange the appointment directly with her. You can call the Director between the hours of 7:30 a.m. and 1:30 p.m. Monday through Thursday.

DISMISSAL - A CHILD WHO IS NOT PICKED UP

We at Wesley Learning Center expect that all parents will be here at the proper dismissal time. However, if a parent is 10 minutes late, there will be a charge of \$5.00. There will be an additional \$5.00 charge for every 10 minutes that the parent is late after that. This money is payable to Wesley Learning Center.

We will begin to call the emergency numbers after 20 minutes. If a child is left for a half-hour, all emergency numbers will be tried. If no one is available, the police will be notified and the proper procedures will be followed. There will be two staff with the child until the parent arrives or the police take over.

WRITTEN PLAN FOR SUPERVISION

At Wesley Learning Center, we will have at least three (3) people at all times on the premises for supervision of the children. Staff-child ratio will never exceed 1 to 10. During Free Choice, the staff will be providing indirect supervision working with 2 or 3 children in some interest areas. During circle time, the teachers will be providing direct supervision of the children. Extreme care will be taken to make sure that all children are handling materials properly and not causing any danger to themselves or to other children. The children, whose classrooms are upstairs, will be taken outside to the playground through the front doors and down the sidewalk, and across the rear parking lot to the fenced playground area. Those children downstairs will be taken out the middle door, across the parking lot to the fenced playground area. One teacher will lead the line and the other teacher will be at the rear to supervise the children walking to the playground. There will be at least two (2) staff outdoors with the children providing direct and indirect supervision.

Taking the children to the bathroom while indoors will be done as a group before snack time. The staff will always make sure the children are supervised while they are in the bathroom. If a child has to go to the bathroom at another time during the day, a staff member will take the child. If a child has to go to the bathroom while on the playground, the teacher will ask if any other children need to go, taking at least 3 children with her up into the building to use the bathroom.

WESLEY LEARNING CENTER DISCIPLINE POLICY

The staff uses positive techniques of guidance such as redirection, anticipation and elimination of potential problems, reinforcement and encouragement rather than competition, comparison or criticism. Consistent, clear rules are explained to the children and understood by adults. The staff abstains from abusive and neglectful treatment and corporal punishment or other humiliating or frightening discipline techniques. We believe that a child's cognitive and social development is best encouraged through collaboration, discussion, and discovering the hows and whys of their actions.

The rooms are arranged monthly, and rearranged as needed, to encourage varied play activities with many interesting materials easily accessible to the children. The spacing is arranged to encourage harmonious interaction and avoid the interference of one activity with the other. Good and appropriate behavior is praised. The staff models consideration, patience, courtesy, and helpfulness. Hugs, shining eyes, smiles and loving voices are used by the staff to show love and approval of the child. Children are told clearly that hurting others is not acceptable whenever such behavior occurs. They are given specific words to use to express their feelings and are helped to say them. In conflict situations, children are also helped to really listen to the other child.

Teachers try to redirect children from aimless or inappropriate activities to appropriate, constructive activities. Such redirection may include suggestions, arranging materials for constructive experience, or bringing a child into a constructive play situation.

If a child becomes out of control or is very upset, a teacher may remove the child to a nearby more private area and hold the child until the child calms down to prevent the child from hurting himself or the other children.

Serious Disciplinary Problem

If a child continues to be hurtful or disrespectful to other children or staff, our policy is to speak to the child as well as the parent. If repeated attempts to help the child modify his or her behavior have not proved successful and the child is being violent, the Director will request that the parent remove the child from the class for the remainder of the day. The Director reserves the right to terminate a child from the program when circumstances necessitate this action. These include but are not limited to the following:

- a child's behavior is persistently disruptive to the other children and to the program and/or the child continues to cause harm to other children, staff or him/herself;

- the program is unable to provide the care or education necessary to meet the physical, social, emotional or cognitive needs of the child;

- the parent/guardian is not in compliance with all policies of the program including, but not limited to: payment of fees; parent/staff communication/emergency policies; documentation and paperwork; and children's medical records;

the relationship between the program and the family is not mutually beneficial.

Before resorting to termination, every possible attempt will be made to resolve the situation.

WEATHER CANCELLATIONS

If the Newtown Public Schools are closed due to inclement weather conditions, Wesley Learning Center will be closed. Please listen to radio stations AM WICC, WLAD or FM STAR 99.9 or TV stations WTNH, WFSB or WVIT for the announcement of Newtown Schools' closing. If the Newtown Public Schools are delayed, Wesley Learning Center will have a **ONE HOUR DELAY**. If the Newtown Public Schools are dismissed early because of the weather, we will also dismiss early and cancel the PM sessions. We will contact you if there is early dismissal. Please listen to the radio or call us if you have any doubts regarding cancellation of classes.

There are five (5) built-in snow days per program in our school calendar. If these snow days are not used, these days become bonus days. Please check your school calendar for the last days of school. These last days will not change unless we use more than five snow days per program.

FIRE DRILLS

Fire drills are conducted ten times a year. They are all documented and keep on file in the office.

DISASTER PLAN FOR WESLEY LEARNING CENTER

If a disaster should occur, we will be notified by a member of the Newtown Public School System and we will proceed as follows:

Responsibility

1. SCHOOL

If a disaster should occur, we will listen to the radio to follow instructions to our

assigned shelter area. Until we know this destination, the school will retain responsibility for all children on the premises in the basement away from all windows until they are released to a parent, guardian or other designated person or until they have been transported to an official evacuation center, in which case, selected staff will remain with the children until all have been reunited with their families.

2. EMPLOYEES

All employees will remain on the premises as service workers, as designated by law. Such employees will be subject to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons give them official permission to do so.

3. PARENTS

The parents will be notified of the disaster as soon as possible under the directions of the Director. Parents will be given instructions about the situation and told what they need to do. Children will remain in a safe environment under the care of the staff until the parent or parent designee picks up the child.

Wesley Learning Center OPERATING POLICIES

1. NAME OF ORGANIZATION

A. The name of the organization is Wesley Learning Center.

2. OWNERSHIP

This organization is owned by Newtown United Methodist Church. There is a board responsible for setting policies regarding the operation of the school.

3. THE PURPOSE

The purpose of this program shall be to provide a nurturing learning environment on a daily basis for preschool and school age children that will benefit the child, the parent and the community.

4. GOALS

A. FOR THE CHILD

- a. To provide appropriate play and learning experiences that contributes to the developmental needs of the child.
- b. To provide the child with the opportunity to be with other children in a setting conducive to the development of wholesome social relationships.

B. FOR THE PARENTS

- a. To provide opportunities to meet and work with other parents and teachers who have the interest and needs of children as their common concern.
- b. To provide opportunities to grow in the understanding of child development through a planned educational program.

C. FOR THE COMMUNITY

- a. To help meet the need of the community for a children's learning center.
- b. To contribute to the wholesome growth and development of future citizens of the community.
- c. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

5. **ENROLLMENT POLICY**

- A. Enrollment shall be open to any child, provided the school can meet the needs of that child.
- B. Enrollment in the school shall be granted without discrimination with regard to sex, race, color, creed, political belief, or religion. The child must be three years old by December of the enrollment year. The child must also be toilet trained.

6. **HEALTH**

- A. A certificate of good health signed by a physician is required at the time each child is admitted to the school.
- B. Parents are responsible to notify the school whenever a child has been exposed to a contagious disease.
- C. All newly enrolled students are required to have completed immunizations for DPT, MMR, POLIO, HIB and CHICKEN POX or a written explanation for exemption signed by a physician.
- D. All staff members shall present certificates of good health and negative tuberculin tests upon employment.

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COMPLAINT PROCEDURE

This procedure is for child day care programs which are licensed under the authority of Connecticut General Statutes 19a - 79-1 through 19a - 79-8 inclusive.

Most problems within a center are non-life threatening and can be resolved by:

Discussing the problem with the classroom teacher.

Discussing the problem with the program director.

**If the problem is not resolved you may contact the
Department of Health Services Day Care Licensing Unit**

In case of emergency, notify the Department of Health Services as soon as the emergency is under control.

In cases of abuse / neglect or life threatening situations contact the Department of Children and Youth Services at 1-800-842-2288 and the Department of Health Services - Day Care Licensing Unit.

**ALL INSPECTIONS REPORTS AND COMPLIANCE LETTERS ARE
AVAILABLE FOR YOUR INSPECTION AT THIS PROGRAM OR BY
CONTACTING:**

**Department of Public Health - Day Care Licensing Unit
150 Washington Street
Hartford, CT 06106
Toll Free - 1-800-282-6063**

The same process works for compliments as well!!