



Early Education Programs  
Highlights of the Family Handbook  
2020-2021

87 King Street • PO Box 1615 • Burlington, VT 05402  
[www.kingstreetcenter.org](http://www.kingstreetcenter.org)

Preschool

call 863-3635 ext. 107

or

text 802-495-1517

Toddler

call 863-3635 ext. 111

or

text 802-881-5478

Stacy Weinberger, Director

call 863-3635 ext 109



## **Welcome to Early Education at King Street Center!**

Please read this handbook carefully. It will help you understand our program.

### **Program Philosophy and Goals**

We support children in developing a positive self-image. We do this through five core belief statements that guide our work with children and families

We are Responsible.

We are Respectful.

We are Empathetic.

We are Confident.

We are Connected.

### **Daily Schedule**

Supporting children's play is at the heart of our schedule.

**Explore Time.** Each interest area is self-explanatory so that children can choose how they use the materials.

**Breakfast.** We serve breakfast each day.

**Circle Time** is an opportunity to introduce children to different concepts and ideas through stories and storytelling, songs and music, games, fingerplays and performing.

**Gym, Drama, Outside Play.**

**Lunch.**

**Rest Time.** Each child has his or her own mat with a blanket (and pillow from home if they wish).

**Afternoon Snack & Play.**



## Family/Teacher Partnership

Communication between home and school is essential for supporting children's development.

- ★ Daily Check In: Anytime something happens in your child's life that you think may affect his or her learning or behavior, please share this with a staff member. Teachers will let you know about your child's day by sending home a slip of paper with information at the end of each day.
- ★ Family/Teacher Conferences are in November, April and August. Additional conferences may be requested at other times throughout the year.

## Operation Hours

We are open **8:00am-2:00pm**, Monday through Friday. Each child has his/her own scheduled drop off/pick up times.

On the **first Tuesday of each month**, Early Education programs **close at 12:00noon** for Staff Meeting.

We follow the **Burlington School District** for most vacations, beginning and end dates, and in the case of **snow days**. Please consult your KSC calendar or our website for any changes in the calendar.

## Arrivals & Departures

### Late Drop Off Policy

Should an appointment or other circumstance arise which prevents arrival by your scheduled time, please let us know. We can at times, accommodate a late drop off for a doctor's appointment or things of a similar nature, if we know about it in advance and approve the request. **If your child is not at King Street by 9:00am, and we do not hear from you, we will consider your child absent for the day.**

### Late Pick Up Policy

Please call or text the classroom's cell phone to inform us if you are going to be late to pick up. If there are no calls or texts, families will be given three reminders of their child's contracted time. After three instances, the parent will meet with the Early Education Director to reassess the contacted hours. Failure to honor the contract will be addressed immediately.

### Attendance

Regular attendance in the program is one of the primary components in developing a sense of community within our classroom environment. Daily attendance records are kept. **If your child will be absent for any reason, please let us know by telephoning us that morning or by telling one of the teachers ahead of time.**

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If your child will be absent for a planned extended period of time that exceeds two weeks, your family will be responsible for the program fees for any days beyond the two-week period.

If a child is absent more than 3 days due to illness, the teachers may request a doctor's note stating that the child is able to return to a group setting and poses no threat of communicable illness.

## **Emergencies**

We regularly perform fire drills and "safe-in-place" drills. If you arrive during a fire drill, allow your child to return to the classroom with his/her class and complete the drill. You may then take your child with you.

In the case of an actual emergency where we had to leave the building, King Street Center programs will be evacuated to the **Champlain Housing Trust building located at 88 King Street**. Teachers bring their class roster and emergency contact information with them whenever they leave the classroom and would notify families by phone if an evacuation had occurred and/or children needed to be picked up. Therefore, *it is essential that all phone numbers and contact information is up-to-date in case of an emergency.*

In the case of the Champlain Housing Trust facility being compromised for any reason, our second evacuation location is the **Hilton Garden Inn located at 101 Main Street**.

## **Items Your Child Should Bring to King Street**

### **Clothing**

Children will need one complete change of clothes including:

- ★ socks
- ★ underwear (more than one pair)
- ★ shirt
- ★ pants (belt if the pants are too loose)

In the **summer**, your child will need to have:

- ★ bathing suit
- ★ sunscreen
- ★ a towel
- ★ some type of rubber sandals or shoes that can get wet
- ★ sneakers (shoes safe to run in that won't get easily kicked off their feet)

For the **Winter and Fall**:

- ★ boots
- ★ snow pants
- ★ a warm jacket
- ★ mittens and a hat



## Health and Well-Being

### FOR COVID-19:

We will be implementing health screenings **for every child every day**. This includes the following:

- Conducting a temperature check with a no-contact infrared thermometer prior to entry
- Asking parent/guardian a series of health questions prior to entry
- Having children wash/sanitize their hands prior to entry

In order to safely do this, we ask the following:

- Whenever possible, the same adult (younger than 65) should drop off the child/ren each day.
- However, adults who are displaying signs of illness (cough, fever, shortness of breath, difficulty breathing, sore throat) should not drop off children
- Teens can come on their own, but may be turned away if there is a sign of illness, so if they are dropped off by car, adults should participate in the check in process
- Adults must wear a facial covering unless they have an underlying health condition that prevents them from being able to do so
- Families must wait on the designated, marked spot on the sidewalk for their turn. Please be patient as we get used to this new procedure.
- There is a ZERO tolerance policy for illness. Any sign of illness found in the health screening will result in us not admitting the child/ren until the symptoms are resolved. This includes, but is not limited to the following
  - Cough, fever, shortness of breath, sore throat, difficulty breathing, chills, muscle pain, headache, congestion or runny nose.

**Children should not attend school if they develop any of the following symptoms within 24 hours preceding their school day:**

1. Fever 100° F orally
2. Vomiting
3. Diarrhea:
4. Sore throat or swollen glands.
5. Severe cough, heavy nasal or chest congestion.
6. Unusual rash, which can be an indicator of strep throat.
7. Eye discharge, watery, pink, or irritated or swollen eyes.
8. Other symptoms of possible illness

**A child diagnosed with any of the following diseases or infections must not attend school until a medical professional indicates it is safe for him/her to do so:**

- |                            |                |
|----------------------------|----------------|
| 1. Bacterial Meningitis    | 6. Impetigo    |
| 2. Chicken Pox (Varicella) | 7. Diphtheria  |
| 3. Shingles                | 8. Hepatitis A |
| 4. Salmonella              | 9. Measles     |
| 5. Giardia                 | 10. Mumps      |



11. Whooping Cough (Pertussis)
12. German Measles (Rubella)
13. Streptococcal, including Scarlet Fever and Strep throat

14. Tuberculosis (active)
15. Polio
16. Campylobacter
17. Fifth Disease (Hand, Foot & Mouth)

**A child diagnosed with any of the following shall not return until the period indicated below:**

1. Lice: May return after treatment is completed.
2. Conjunctivitis: May return 24 hours after treatment is initiated.
3. Scabies, Pinworm, Ringworm: May return 24 hours after treatment is initiated.

Families will be notified when their child has been exposed to any communicable disease.

### **Parent Problem Solving Procedure**

We would like to hear, address and discuss any concern you may be having with the program. If you choose to bring your difficulty to the state, you may contact the DCF children's' licensing division @ 1-800-649-2642.

### **Complaint Procedure**

Parents have the right to call or write Vermont State Licensing if fault is found in the operation of the facility or treatment of their child.

#### **Department of Children and Families Consumer Concerns Team**

**Phone:** (802) 241-0925.

**Email:** [AHS.DCFConsumerConcerns@vermont.gov](mailto:AHS.DCFConsumerConcerns@vermont.gov)

**Mail:** Consumer Concerns Team, Commissioner's Office, Department for Children and Families, 280 State Drive, HC 1 North, Waterbury, VT 05671-1080

**or**

**Child Development Division:** Call 1-800-649-2642, press "0" and ask for the Operations Manager.