



Meeting Street

Meeting Street Early Learning Center

# Family Handbook

1000 Eddy Street  
Providence, RI 02905  
Main Number 401-533-9100  
Fax Number 401-533-9105  
Early Learning Center Manager  
401-533-9251  
[www.meetingstreet.org](http://www.meetingstreet.org)

**Hours of Operation:** Monday- Friday 7:30 a.m.-6:00 p.m.

**Welcome** to the Meeting Street family. Each and every child, each and every family and each and every employee are important to us. Together, we will provide your child and family with an unmatched educational and developmental program. This handbook provides you with some simple guidelines to our program along with helpful hints about how to make it a success for your family. We want to make your time here at Meeting Street the best it can be!

**Our Mission:**

Meeting Street compassionately and innovatively empowers children and their families to thrive by fostering the development of the whole child.

**Our Philosophy:**

We believe that children learn best through play, exploration, and discovery. We provide a high quality early learning center for your child by ensuring a healthy and safe environment that practices acceptance, respect, caring, and encouragement. In creating an environment that fosters true inclusion – a world where all children can laugh together, play together, and learn together, we are able to facilitate learning opportunities that enhance all areas of development.

The Rhode Island Early Learning and Development Standards framework is used to guide us in creating a curriculum that is developmentally appropriate for all children. As the first inclusive early learning center to be accredited by the prestigious National Association for the Education of Young Children (NAEYC), our center focuses on a teaching model grounded in the research proven effective in quality early care and education.

Staff and families regularly come together to review and assess the progress made by each child in order to assure that needs and interests of every child are continuously being met. This framework is designed to promote young children's optimal learning and development. Every day we create a setting where children develop a positive and supportive attitude toward learning. We pride ourselves on communication with families in a positive and supportive manner that encourages the relationship between parents, educators, home and school. Together with families we partner to make this learning experience for your child a positive one.

At Meeting Street we seek to provide a positive learning environment for children of all abilities from six weeks to five years of age. We emphasize children's unique abilities and their individual strengths and needs. Children will be allowed to learn at their own pace through active exploration with guidance and positive reinforcement from teachers.

Within each classroom the teachers act as facilitators, arranging the environment to allow children to safely explore and interact with a variety of different materials. A wide range of activities are provided to promote the development of relationships with peers and adults. Children provide input into the curriculum through their daily class meeting, and work is documented with photos, charts, quotes of the day, and projects they complete.

**Admissions to Meeting Street Early Learning Center:**

Meeting Street Early Learning Center provides care for children 6 weeks through 5 years of age. Entrance into our preschool program (ages 3-5) is only on or after the child turns three years old. Prospective families interested in seeing our program, will be asked to schedule a tour with the program manager through our intake line at 401-533-9104. Families are encouraged to bring their child for the visit to familiarize him/her with the environment and to get to know us. Families interested in enrolling their child will meet with the program manager to answer questions, and be provided with an enrollment packet. After a discussion with the program manager a start date will be selected. Upon completion of the enrollment packet a registration fee, program supply fee, and first week of tuition will need to be paid prior to the start date. If an opening is not available a family may choose to place their child on our waiting list.

The initial 60 days of a child's enrollment will be a probationary period for the child to adjust to his/her environment and for the classroom staff to get to know the child. If at any time in the first 60 days of enrollment the family or the classroom staff feels the child is not adjusting to the classroom, a meeting will be scheduled with the family, the classroom staff, and the manager to discuss the areas of concern. If it is determined that the child needs support in the classroom a plan will be developed to support the child.

Each classroom is staffed with a degreed teacher and teacher's assistant according to staff/child ratio regulations set forth by the State of RI. The ELC uses a substitute list in order to maintain the staff/child ratio in case a regular staff person is out for any reason.

**Family Involvement – Parent Communication:**

We believe that a strong relationship between parents and staff is a critical part of a child's experience at Meeting Street. Communication occurs in a number of ways from daily notes to weekly classroom updates and monthly newsletters. Parent teacher conferences are scheduled 3 times a year. Additional conferences can always be requested by the parents or teacher at any time.

All families are welcome to participate in our quarterly Parent Advisory Committee meeting. This is a great opportunity to meet other parents and share your ideas. The Parent Committee and the Manager decide together what they would like to do together throughout the year. Plan to attend! If unable to attend Parent Committee you can call or email the program manager at any time to give your feedback or ideas. A yearly parent survey is distributed to gather feedback and information, and is used to develop our quality improvement plan.

**Quality Improvement:**

At least one time per year Meeting Street Early Learning Center will engage in a comprehensive self-assessment to determine compliance with the structural and educational program standards and regulations governing the program. The assessment will include a review and analysis of program wide child assessment information, staff and parent surveys, formal assessment of the classroom using the ECERS, ITERS, and CLASS tools, and informal observations of the classrooms by the supervisor.

### **Classroom Environment:**

Meeting Street creates a safe learning environment where children can safely and actively explore and discover their surroundings. Teachers have the opportunity to plan and collaborate for a minimum of 2 hours each week during the school day. Each classroom utilizes a daily schedule with pictures for children to visually see how activities are outlined for the day. Shelves and learning areas are at appropriate height for children, clearly marked and defined with pictures and words. Our classroom set-up includes the following learning centers: Art Area, Library, Sensory Table, Block Area, Manipulative, Science, Writing Center, Dramatic Play, Math Area, and Music and Movement. Teachers make changes to their environment to reflect the objectives and goals for children that have been identified in curriculum planning. Materials are rotated so the children have an opportunity to explore different items on a regular basis. Materials, chosen specifically to meet the developmental needs of children, are easily accessible to our students to ensure appropriate exploration opportunities. Classrooms are designed to have quiet and noisy areas, messy and neat areas, and individual group areas to provide appropriate and varied types of play. Children have the opportunity to play outdoors or have gross motor time for 60-90 minutes per day. The outdoor area provides varied types of play including a climbing structure, swings, and sensory play as well as many areas of shade. There is also a big grassy area where children can play games and explore nature. Teachers plan outdoor activities that encourage motor skill development. During times of inclement weather (rain, snow, excessive heat etc.) we will use the sensory gyms, take walks in the hallways, and be creative with ways to keep the children moving and active throughout the day. During the colder months we will be using the outdoors to go for walks, scavenger hunts, and play in the snow.

### **Commitment to Inclusivity:**

Meeting Street practices an inclusive model where children of all learning styles and abilities are included in daily learning by providing learning opportunities that are adapted to meet each child's developmental skill level. In our inclusive classrooms, a culture of community and partnership is the focus. Children are encouraged to see each other for their similarities instead of differences. Inclusiveness is fostered through the curriculum. Teachers and staff adapt curriculum into multi-level learning experiences where all students, regardless of their individual developmental level, can access information and materials.

### **Individualized Education Plans:**

In our classrooms there may be children with identified delays, or medical needs which require that adaptations to the classroom environment and/or materials be made to support their various learning styles. These adaptations are often guided by educational plans. Depending on the age of the children they may have an **Individual Education Plan (IEP)** developed by the school department in partnership with the family, or an **Individual Family Service Plan (IFSP)** developed by Early Intervention providers in partnership with families. Plans and adaptations are designed to work with the strengths of each child and are incorporated into the classroom schedule. The school nurse consults with classroom teachers and provides specific training, as

needed, to support the health and safety needs of the children attending the Early Learning Center.

Meeting Street partners with several community agencies to advance education, and social services in the state of Rhode Island. We work with several school departments that utilize Meeting Street as a placement for students who will benefit most from our inclusive teaching model. Plans are drafted collectively between the school department, Meeting Street staff and the family. All partners come together regularly to seek input from each other and review data from authentic and regular assessments. Plans are amended to stay current and reflect the child's developmental levels, strengths and areas of need, interests of the child and concerns of both families and staff.

We also partner with Early Intervention. Early Intervention providers will work with the child, family, and Meeting Street staff to create individualized family service plans (IFSPs) to support and optimize the development of each child by providing interventions in the child's natural environment that are designed to address a child's developmental delay. These plans are also regularly reviewed and amended in a similar manner to IEPs. Early Intervention works with staff and families to create Transition Plans designed to smooth the transfer of services from Early Intervention to any number of community agencies such as a school outreach program or an outpatient therapy service at age three. Meeting Street will refer children to Early Intervention, with parent permission, when there are developmental, social or behavioral concerns for children who are under three years of age.

**Assessments and Screenings:**

All Children attending Meeting Street are assessed after 6 weeks of entering the program, on an on-going basis using a variety of methods. We use the ASQ-3 for developmental screening and the ASQ-SE for social and emotional screening. In addition, we use Teaching Strategies Gold (TSG) for ongoing assessment to measure the status of developmental milestones of children from birth through kindergarten. Teaching Strategies Gold allows for teachers to observe and assess children in the context of everyday experiences and is aligned with the Rhode Island Early Learning and Development Standards. TSG assessment documentation is done in the Fall (August-October), the Winter (November-February), and Spring (February-June). Our teachers use the information gathered through observations and on-going assessments to develop curriculum and plan classroom activities that support the needs of each child in the classroom. Parent input is important to the overall assessment of their child. Parents are given surveys, checklists and ASQ questionnaires to help inform their child's educational and social/emotional goals throughout the school year. We schedule parent teacher conference three times throughout the year. If a teacher or parent has a concern regarding screenings and/or assessments at any point before a scheduled parent teacher conference there is always an opportunity to schedule a meeting to discuss concerns. If there are concerns about the child's development or concerns about a special need the child may have they could then be referred to Early Intervention if they are below three years of age, or to a medical or local school department if they are above the age of three. The referral would happen with the consent of the parent. Meeting Street ELC provides information to parents about Child Outreach Screenings. If necessary we would

provide space for the screening to be done during center hours. We do screen all children over the age of three one time a year with a parent's consent and provide them with the results.

**Positive Guidance:**

Discipline and guidance is consistent and based on an understanding of the child's need and development. Staff will promote a safe environment for your child to play and develop. Our staff uses positive guidance techniques with all children. There is no cruel, harsh, or unusual punishment. No child is ever spanked, shaken, or hit. Appropriate behavior will be recognized and encouraged through:

- Teacher modeling acceptable behavior.
- Redirection of children to a more acceptable activity.
- Teachers recognizing and rewarding children's efforts.
- Guiding children in the development of positive relationships and interactions with other children
- Helping children in their ability to discuss and regulate their emotions and control impulses
- Structuring the environment and schedules to maximize positive behavior.
- Teachers will set fair, clear and consistent limits for classroom behavior.

The initial 60 days of a child's enrollment will be a probationary period for the child to adjust to his/her environment and for the classroom staff to get to know the child. If at any time in the first 60 days of enrollment the family or the classroom staff feels the child is not adjusting to the classroom, a meeting will be scheduled with the family, the classroom staff, and the manager to discuss the areas of concern. If it is determined that the program is a fit for the child, a plan will be developed to support the child.

Meeting Street Early Learning Center reserves the right to release a child from the program at any time if management feels the child has behavioral, educational or medical needs that cannot be adequately addressed by our program.

**Schedule and Hours:**

Meeting Street Early Learning Center is open Monday through Friday 7:30 a.m.-6:00 p.m.

Meeting Street will be closed for the following Holidays:

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day & the Day after Thanksgiving \*(We close at 3:00p.m. on the day before Thanksgiving)

Christmas Day \*(We close at 3:00p.m. on Christmas Eve)

New Year's Eve & New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Victory Day

Professional Development – 4 days per fiscal year (once scheduled, these days will be noted on the center calendar distributed to all parents)

If a holiday falls on the weekend, the preceding Friday or the following Monday will be observed. A list of exact dates that we are closed and have early dismissal will be sent home at the beginning of the school year. Reminders will also be posted in the entryway and in the monthly Newsletter.

**Incident Weather Closing/ Disruption of Utilities Closing:**

In the event of incident weather, Meeting Street will be closed. Closures will be announced on local radio stations WPRO-AM (630), WHJJ-AM (920), WSNE-FM (93.3), or announcements on television stations and websites of WPRI 12 or WJAR NBC 10 for this information. You may also call our main line at 401-533-9100 and listen for the dated message. In case of power outage, loss of water, or loss of heat, services cannot be provided. If the center closes mid-day for any reason, we will contact you or an authorized person to pick up your child.

**Classroom Policies:**

**Child Supervision:**

Staff/Child ratios are maintained in each classroom at all times. They are as follows:

Infant 1:4 Class size 8

Toddler 1:6 Class size 12

Preschool 1:9 Class size 18

According to State regulations, during toileting/diaper changing times teachers will maintain sight and sound supervision for infants and toddlers. For preschool, sound supervision is permitted during toileting.

**Volunteers in the classroom:**

We occasionally have volunteers and/or interns in the classroom. All are required to attend the Meeting Street orientation and submit appropriate paperwork, including a criminal background check.

**Planning for Teacher/Teacher's Assistant absences:**

A substitute call list will be used to ensure appropriate staffing when the need arises due to absences. All substitutes hold the State requirements for the position being covered.

**Use of Technology:**

According to State regulations for children over 3 years old 30 minutes per week of computer/technology time is permitted. Teachers will plan developmentally appropriate computer activities that align with their curriculum.

**What to wear:** We understand that toddlers and preschoolers are developing their ability to have opinions and this can make getting dressed a challenge at times. This is a great time to begin giving them choices and encourage decision-making. Children should have clothes that they can

manage by themselves and comfortable shoes which allow them to run and be active without restrictions (**no sandals**). Simple play clothes will serve them best as we are very active and like to get messy from time to time. We ask that you please label all of your child's belongings coming with him/her to school to avoid any confusion.

For outdoor play in the winter and colder months, the children will need a jacket, a hat and mittens. Since each child has his/her own preferences for temperature and comfort, we recommend layers. During the warmer months, please provide the center with sunscreen for your child that is clearly labeled. We ask that you apply the sunscreen in the morning prior to entering the center and we will apply it in the afternoon. Lastly, if you would like to provide insect repellent it is to only be a DEET approved repellent and applied by you in the morning and we will apply in the afternoon.

*Diapering and Toileting: Consistent with the guidelines and current recommendations of *Caring for Our Children: National Health and Safety Performance Standards**

Staff adheres to the diapering procedure listed below:

1. Gather supplies needed
2. Wear disposable gloves
3. Clean child's diaper area
4. Put on clean diaper and dress child
5. Dispose of soiled diaper in plastic lined, hands free container
6. Wash child's hands if contamination has occurred
7. Clean and disinfect diaper changing surface
8. Staff washes hands

We understand that "potty accidents" do happen. Families should make sure that there is always an extra set of clothes in their child's cubby for when these "potty accidents" happen. If your child does soil his/her clothing and we do not have a change of clothes we will call you to bring a change of clothes in.

If you find your child is experiencing a setback in toilet learning, please inform your child's teacher as well and use rubber pants or pull-ups for a short time. For sanitary purposes, we must avoid toilet "accidents" as much as possible.



**Routine Schedule for  
Cleaning, Sanitizing and Disinfecting**

***Before and After Use:  
Clean and Sanitize***

Tables (two-step process: spray and clean off table, spray and let sit/dry, Highchair trays (before/after), Pacifiers (after/store in separate container), Changing Tables (after each changing, use gloves)

***Daily:  
Clean and Sanitize***

Plastic mouthed toys (separate from area after mouthing), Cots (after use daily OR weekly if assigned to specific child)

***Weekly:  
Clean and Sanitize***

Machine washable cloth toys, Dress-Up clothes, Play activity centers (this can be done daily if needed or preferred)

Cribs and mats

***Monthly:  
Clean and Sanitize***  
Refrigerator, Snack Room

***Infant Policy:*** Due to safety regulations we do not allow anything in the cribs. We require as well that you provide a fitted sheet (Pack and play sheets work best). We do allow for a child to use a sleep sack for warmth. While we understand that when bringing young children into the building the use of a stroller makes it a smoother walk in, we cannot allow strollers to be left in the hallway or classroom. We do not have the storage space in the classrooms and the hallways must be kept clear in order to meet fire code regulations. If a car seat needs to be left at the center because someone different is picking up your child and will need it, please check with classroom staff to determine the best place to store it for the day.

***Birthdays:*** Let us share your joy by helping celebrate your child's birthday. Please see your child's classroom teacher to make arrangements. Due to food allergies we only allow popsicles.

***Week of the Young Child:*** The Week of the Young Child is an annual celebration each April sponsored by the National Association of the Education of Young Children. The purpose of the week is to focus public attention on the needs of young children and their families and to support the early childhood programs that meet those needs. Meeting Street sponsors a week of fun-filled child friendly events.

***School Pictures:*** Each year in the fall we have a photographer come to Meeting Street to take school pictures, individual or sibling pictures and class pictures. A notice is sent out as the dates are set.

### **Operational Policies:**

**Arriving to School:** Meeting Street opens at **7:30 a.m.** We cannot accept children in the center before 7:30. ***When dropping your child/children off in the morning please make sure you are signing them in using your initials.*** We ask that all children arrive to school no later than **9:30 a.m.** Arriving late disturbs your child's routine and makes it difficult for teaching staff to transition your child into the day. We do, however, understand that there may be a time your child will be late for school. It is essential that you call the center and speak with the manager at 401-533-9251 to us know when this situation arises.

**Appointments:** We recognize that sometimes appointments must be scheduled during center hours; we ask that you please try to schedule these appointments early in the morning or late in the day. This allows you to drop off your children later in the morning or pick them up early to minimize the disruption to their day, as well as the classroom. If a child leaves during the day for an appointment they are not typically allowed to return that day as it disrupts the routine of your child and the classroom. However, we understand that an emergency appointment may arise. Please contact the manger and see if we can allow you to bring your child back to school after the appointment. Thank you in advance for your understanding and cooperation. If there is an emergency please speak to a supervisor about you're pick-up and drop-off time and they will try to accommodate if possible.

**End of the Day:** Meeting Street closes at 6:00 p.m. We ask that parents arrive at the center by 5:45 to allow time for them to gather their child's belongings and check in with classroom staff to see how their child's day was. ***When picking up your child/children in the afternoon please make sure you are signing them out using your initials.*** Closing time is 6:00 p.m. promptly and you will be charged a late fee to provide payroll for staff needed to stay late. The first time a parent arrives late, after 6:00 p.m., they will be asked to sign the *Late Book* but no fee will be assessed. Each additional late pick up will result in a fee of \$15.00 for each 15-minute interval or any portion of a 15-minute interval after 6:00 p.m. *Please note that these fees are charged per child.*

When a parent has not arrived by 6:15 p.m., every attempt will be made by the teacher to contact the parents and/or the persons listed for emergency contact on the enrollment form. ***If no contact has been made by 6:30 p.m. the police department will be notified.*** Parents/guardians who are consistently late picking up their child will be dismissed from the program.

**Release of Children:** Please come into the classroom when dropping off and picking up your children each day. The Center must ensure that a child is released only to a parent or an adult designated by the parent. Written notification must be received prior to pick-up if the child must be released to someone other than the custodial or authorized persons on the pick-up list.

For the safety and security of your child, we do not accept phone call additions to the pick-up lists. Please be sure authorized pick up persons bring a photo ID. The name and ID number of the person who picks up the child must be on the *Authorized Pick-Up List*. Parents are responsible for providing the center with any necessary custody and/or restraining orders relating to the child. The center will keep the documents in the child's file and make all staff aware of authorized pick up lists and special restrictions.

*Absences and Vacation:* The Center tuition and fees are individually agreed upon depending on the type of program selected. Once the program is selected, tuition is due whether or not the child attends all of the scheduled days and regardless of holidays or closings due to inclement weather. Our costs do not vary with individual absences or illnesses; we cannot make individual adjustments in fees.

If your child will not be coming to school for any reason, please call the Manager at 401-533-9251 as early as possible so staff may plan activities for the appropriate number of children. Part time children participating in our infant and toddler classrooms are not allowed to make up missed days by coming in on a day that is not part of their regular schedule. *Tuition is due regardless of vacation or absence.*

*Withdrawal from the Program:* If you decide to withdraw your child from the program you are required to give the center a two weeks' notice or pay two weeks tuition.

*Payment Policy:* Application Fee: There is an annual \$50.00 application fee due prior to enrollment each August to process updated paperwork.

*Supply Fee:* There is a one- time \$30.00 per child supply fee that is due at the time of enrollment only.

*Weekly Tuition:* Tuition is due on each Friday for the following week of service. Monday is a grace day. A late fee of \$5.00 per day may be assessed for any overdue payments. ***Missing two weeks of payments will be grounds for your child's enrollment to be terminated.*** Payments must be made by credit card or special arrangements must be made with the billing office. A Credit Card Authorization Form will be given to you to be filled out and handed in prior to enrollment. Again, payments are due on Fridays for the following week. Thank you for your attention to this matter.

*Badges:* Up to two badges are given to families for entrance into the building. You will be given these free of cost. If you lose or break your badge you will be charged \$10 each for a new one. When you leave you must return your badges or we will charge you \$10 for each badge not returned.

*Classroom Observations & Volunteers:* In addition to the regular classroom staff and therapists, there are other adults that you will see in our classrooms. We regularly have students from

colleges who are here observing or volunteering in the classrooms. They are completing a community service requirement for a class, doing a field placement, or just volunteering. From time to time, we also have consultants who are contracted by Meeting Street to provide specific types of support to classroom staff (i.e.: classroom design, behavioral interventions and services for the visually impaired). All staff and volunteers will be wearing a badge while working.

Every volunteer completes a Meeting Street orientation conducted by our Human Resources Department. Volunteers are never left alone in the classroom and are never counted as part of the child/teacher ratios set by the State of RI.

*Child Abuse Law:* Rhode Island State Law requires the staff of Meeting Street to report any suspected abuse or neglect of a child to the Rhode Island Department of Children, Youth and Families or a law enforcement agency. Child Abuse and Neglect Tracking System (CANTS) a division of the Department of Children Youth and Families requires human service providers who suspect a child has been abused or neglected to contact the proper authorities as soon as they have any relevant information. Delaying the report to monitor the situation or to gather more information can result in more serious harm to the child. Confidential reports may be made by calling the 24-hour toll free Abuse Hotline at 1-800-742-4453. The reporter is not expected to prove that abuse or neglect has definitely occurred. All agency staff are considered Mandated Reporters.

*Medical Records:* Our medical forms must be completed before your child can participate in the program. Immunization forms, including lead screening must also be completed. Please provide, in writing, any updates of immunizations and physicals. Physicals must be done annually in order for your child to remain in the program.

*Illnesses:* Each day your child will be given a brief health check. A staff member will contact you if there are any concerns or symptoms of illness noticed. We do not have the staff or facilities to care for children who are too ill to take part in regular school activities. Therefore, a child is not allowed to attend school if she/he has any of the following:

- Temperature of 100.5 degrees or higher
- Diarrhea (2-3 uncontained)
- Vomiting
- Contagious condition within the last 24 hours.

**Children may not return to school until they are free of fever, diarrhea or contagious condition for 24 hours.**

### **Contagious Disease Policies**

1. **Chicken Pox:** Students may not attend school as soon as the outbreak period is suspected (fever, rash) until 6 days after the onset of the rash or all lesions are crusted and dry.
2. **Conjunctivitis:** Also known as Pink eye, is a contagious infection of the eye. Students with yellow or white discharge will be sent home and must receive 24 hours of antibiotic treatment before returning to school. There is no exclusion from school for the clear watery type.
3. **Ear Infections:** Students who have ear infections must be free of pain or fever to attend school and must be able to resume a normal activity level. If ear drainage is present they must receive 24 hours of antibiotic treatment before returning to school.
4. **Impetigo:** This is a contagious infection of the skin. Its most common symptom is crusted sores, usually appearing first in the facial area. Children cannot return to school until they have had at least 24 hours of antibiotics and the lesions have dried.
5. **Strep Throat:** The common symptoms of strep throat are fever, sore throat, and sometimes a rash. Students must receive at least 24 hours of antibiotics, be free of fever, and must be able to resume normal activity to return to school.
6. **Children with fever, loose stools, or vomiting** will be evaluated by the school nurse on an individual basis. In the case of any illness, **the decision to send a student home will be made by the School Nurse or Head of School.**

Anytime your child becomes ill during the day, a staff member will call you. At times, you may be called to come pick your child up. Please understand we are looking out for the health of your child and the other children in the class. If you cannot be reached, we will use the emergency numbers you have given us.

*Incident Reporting:* School can be a busy place and occasionally accidents do happen. In the event your child is hurt, staff is trained in CPR and First Aid. A staff member completes an incident report indicating the place and time of the accident/incident, the injury if any, and the first aid procedure implemented. You will be asked to sign the report to verify that you have been informed of the incident. The original copy of the report is kept in your child's record.

*Emergencies:* If your child becomes ill or has an accident at the center that is an emergency, you will be contacted at once and your child will be taken by ambulance to the emergency room at the Hasbro Children's Hospital. Our nurse will assess your child and provide as much information as possible to you and the paramedics. A staff member will accompany your child to the hospital. Our nurse is on duty from 8:00 a.m. to 3:00 p.m. Should an emergency occur after 3pm our teaching staff will assess the situation and contact you immediately, and call 911 if necessary. All our staff are First Aid and CPR trained.

*Allergies* **\*Meeting Street has Nut Free and Latex Free classrooms\*** Please be sure to inform us if your child has any allergies. If a staff member discovers an allergy, the symptoms will be noted and recorded; and parents will be notified. The suspected causes will be eliminated from either the child's diet or environment. The staff in your child's class will be informed of the

specific allergy. In the event that your child has a mild allergic reaction while our nurse is here, Benadryl will be administered as long as you have completed the permission form. If a signed form is not on record, a staff member will notify you.

If your child has a severe allergic reaction, our nurse or staff member will administer an Epi-pen, providing you have signed the permission form. If this occurs, 9-1-1 will be called and you will be notified. We keep Benadryl and an Epi-pen at the center for emergency allergic reactions.

*Nutrition:* We all want to give the children the healthiest diet possible. We also know that by starting young children on the path toward healthier eating habits, they will be more likely to continue those habits throughout their lives. Meeting Street will be providing your child with morning and afternoon snacks. You are responsible for supplying your child's lunch. We ask that the meals sent to school be packed with healthy foods to meet your child's nutritional requirements. There is no such thing as a typical school lunch. Offering a variety of foods is healthier and more interesting to your child. Variety also helps many children remain receptive to trying new foods as they get older. Please do not send any candy.

Refrigeration is available in most classrooms to store your child's lunch. We can also microwave your child's lunch if it is in a microwavable container. It is helpful if you limit the number of heat-ups sent due to the amount of time it takes our staff to heat up numerous lunches. We will encourage your child to try all the foods you provide. If you have any questions, concerns, or special feeding instructions, please feel free to contact the Program Manager or your child's teacher.

\*\*\*The following foods represent a significant choking hazard for children less than 4 years of age. Parents are asked to please not include these foods in their child's lunches.

- Hotdogs, whole or cut into rounds
- Whole grapes or other fruits of similar size and shape- please quarter them
- Popcorn
- Whole carrots
- Hard Pretzels
- Meat larger than could safely be swallowed

*Evacuation Drills:* Safety is one of our highest priorities and in order to be prepared, we conduct evacuation and safety drills multiple times a year. Evacuation locations are posted in each classroom. If you are in the building and the fire alarm sounds, please leave your child with a staff member and remove your vehicle from the front semi-circle immediately. When vehicles are left in the semi-circle, emergency vehicles cannot enter. If you are in the building during a lockdown drill you must remain in the building until the drill is complete. A lockdown would occur in the event that there was a threat to the safety of those in the building. The building is secured so that no one can come or go until it is deemed safe. During a lockdown drill classroom

lights are turned off and children are moved away from doors and windows. A drill log is maintained and a copy is sent yearly to licensing agents.

*Release of Information:* As previously stated it is imperative we have on file any custody papers involving your child. In cases where there is joint custody, any information that is requested regarding your child by either party will be given to both parties. Please remember to provide any papers relating to your child's custody.

In cases where school departments or other educational institutions request information regarding your child we will ask for a written release form from a parent or guardian before filling the request.

***Thank you for choosing the Meeting Street Early Learning Center for your family. We look forward to working with you and your child!***