



# **Family Handbook**

**2018-2019**

**Rev 10/17/2018**

## **Annette's Preschool Family Handbook**

Annette's Preschool is a 5 STAR child-centered early care and education program serving families with children age 6 weeks to 8 years with specific programs for birth to three years, three to five years and after school for Kindergarten through age 8. We support intentional, play-based, hands-on experiences that are appropriate to each child's developmental level, and value each family as a child's first teacher. We were one of the first programs in Vermont that receive the [Eco-Healthy Childcare Certification](#) and welcome your family as a part of ours!

Our mission is to understand and support each child's unique developmental profile by achieving the highest level of professional learning for our staff, building a community where families feel respected and connected to the wider Hinesburg community, and cultivating sustainable business practices and environmental choices.

Our core values support the development of the "whole" child as a unique individual within his or her family system, and as a member of our entire community. We seek

1. To provide every child with opportunities to learn through play in a healthy and stimulating environment, supported by trained teachers adept at nurturing diverse early learning experiences.
2. To help each child develop a positive self-image, and believe they are capable of success.
3. To help each child acknowledge their own feelings and the feelings of others as healthy, and to learn how to create positive social interactions with peers and teachers.
4. To guide each child using an inquiry-based approach to learning through hand-on experiences and investigations based on their deep areas of interest.
5. To promote developmentally appropriate learning in language, literacy and communication, creative expression, science, mathematics, whole body movement, social interactions, self-regulation and approaches to learning which are consistent with the Vermont Early Learning Standards.
6. To help foster the respect of all people, our natural environment and our creative learning materials.
7. To offer support to the families of our children through resources, conferences, referrals, parent gatherings, workshops and a parent committee.

Annette's Preschool is an equal opportunity employer, and does not deny any child's entry into the program because of race, creed, color, national origin, religion, disability, gender or parents' marital status or gender identification.

## **The Curriculum**

We utilize an emergent curriculum approach which is inspired by the practices of Reggio Emilia schools in Italy. Emergent Curriculum is recognized by the National Association for the Education of Young Children (NAEYC) to be a best practice in the early education field today. It is child-centered and focused around the competencies, interests and needs of the children along with the passions of the teachers. Central is the belief that there are a "hundred languages of children" and that each child learns in multiple ways and through various interests and materials. Learning is the result of a continuous cycle of inquiry using areas of deep interest to the children, exhibited through active play. Emergent Curriculum is a process in which teachers collaborate with children around their ideas, questions, development and topics of interest. The curriculum is intentional and teachers respond to children's ideas by proposing further activities for discovery, scaffolding knowledge, changing the environment, documenting the process and writing a plan for curriculum that emerges.

It is distinct from approaches used in other centers in which teacher-directed planned "themes" are the focus of activities. When children understand that they belong to a learning community, that their ideas do matter, and that their questions can lead to deep problem solving and creative expression, then mastery motivation is truly born!

## **Classroom Ages/Structure**

The Infant classroom is for children age 6 weeks to 1 year of age+/- . Enrollment is for full-time spots only. The Mobile Infant classroom is for children who are over 1 year who are typically walking steadily, taking 1 afternoon nap, and have begun to demonstrate self-help skills. Enrollment is for part-time or full-time as openings allow. The Toddler Classrooms are for children age 2-3 years.

Transitions between the Toddler classes and a preschool classroom occur with respect to a number of factors at three potential times in the year (Feb/June/Sept). Typically, a child will remain in a classroom for a minimum of 1 year before transitioning. In preschool, our mixed age classrooms mean children stay for 2-3 years and develop deep community bonds with their peers and teachers until they transition to Kindergarten. Children must be age 3 or above and independently using the toilet to transition into a preschool class. Each child will typically "move up" with friends whenever possible, and with sensitivity and consideration to child's developmental level, need for individual support, temperament, class composition, class size, type of schedule, date of birth, gender, outside enrollment, independence in toileting as well as teacher approach and expertise.

The teacher's role in the transition process is to provide input to the Director on each child's development, interests, goals and friendships. Teacher recommendations are welcomed, and the Director accommodates them to the extent possible given the factors listed above.

Annette's Preschool is a year-round program. New enrollments are typically admitted at points in the year when children already are transitioning (Feb/June/ Sept) or as space allows.

## **Family Involvement**

**We welcome family engagement in our program and seek to establish strong home-school connection with every family. These connections may be through family events, participation on the Parent Committee, through sharing child observations, bi-annual conferences or parent surveys.**

- \* A visit to the school and a personal interview between parent, child and director to introduce our program mission, philosophy, practices, and policies is required before admission.
- \* Parents are required to sign a contract and complete the admission form prior to admission. A copy of the child's immunization records must be on file at the school before admission.
- \* Parents are encouraged to visit or volunteer at our school at any time. We believe families support our emergent curriculum by helping us understand their child in unique and special ways. Please complete the family involvement survey and let us know how you can share a special talent, interest or activity!
- \* Any suggestions, concerns, compliments or complaints should be brought first to your child's teacher. If the outcome is not satisfactory to you, we encourage you to speak to a director. Open communication through phone or in person conversation, notes, emails or blogs is essential for every child to feel unconditionally supported at our school.
- \* If you change a contact number at home or work, it is essential to share the new contact details with us. If an emergency should arise, we will refer to the telephone numbers you gave us when you registered.
- \* If anyone other than parents/guardian will be picking up your child, we must be informed in **writing**. You may use the family/teacher communication notebook at the sign in sheet in your child's classroom. If we do not have written permission, your child will not be released, even if the person picking-up is on your list. This is Vermont law. All individuals listed on your alternate pick up list will be asked to show ID before your child is released to them.

\* Your child must be **signed in and out daily** by the adult that picks them up or drops them off. This is a VT licensing regulation, and we are bound as a licensed center to enforce it. We expect that you will arrive before our close at 5:30PM in order to check in personally with the teacher at the end of the day. Never take your child from the class or playground without direct communication with the classroom teacher (or sub) prior to leaving. Our teachers use a variety of systems to account for every child’s presence (roll call, clipboards, sign in/out sheets). On the playground at the end of day, supervision is even more important, and we ask that you partner with us in this daily effort.

\* Important notices will be posted on parent boards in each classroom, and via email newsletters and announcements. Please keep your email address updated with the Director, as important notices are sent by email (to help us conserve paper resources.)

**“Babysitting” Policy**

Employees of Annette’s Preschool and The Clubhouse are strongly encouraged not be alone with enrolled children outside of program hours (e.g. “babysitting”) because it compromises the liability of our center and diminishes the professional teaching role of our staff. The program policies of Annette’s Preschool and The Clubhouse are in place to ensure 5 STAR programming in accordance with VT state licensing regulations on our physical program site. Kindly do not request any of our teaching staff to perform babysitting services for your child(ren) offsite and/or outside of program hours.

**Hours of Operation**

<b>Nursery</b>	<b>Monkeys</b>	<b>Age 6 weeks-12 mos+/-</b>	<b>7:30AM–5:30PM</b>
<b>Mobile Infants</b>	<b>Lemurs</b>	<b>12 mos – 24 mos</b>	<b>7:30AM-5:30PM</b>
<b>Toddlers</b>	<b>Tigers Koalas</b>	<b>24 mos-36 mos</b>	<b>7:30AM-5:30PM</b>
<b>Preschool</b>	<b>Jaguars Tree Frogs Toucans</b>	<b>3 – 5 years</b>	<b>7:00AM –5:30PM</b>
<b>Part Day Preschool (mornings)</b>	<b>Elephants</b>	<b>3 – 5 years</b>	<b>8:50AM-12:10PM</b>

<b>After School Program</b>	<b>Clubhouse</b>	<b>5 – 8 years</b>	<b>M,W,Th,Fr: 3:00PM-5:30PM T: 2:00-5:30PM</b>
<b>School Age Vacation Camp</b>	<b>Clubhouse</b>	<b>5 – 8 years</b>	<b>7:30AM-5:30PM CVSD school vacation days &amp; summer</b>

**Please make every effort to arrive PRIOR to 9:00 AM.** Late arrivals not only present a distraction for the entire class but make it more difficult for your child to have a successful transition to school.

If you think you will be late at pick up, please call one of your emergency contacts so that they can pick up your child on time when these events arise. Our program closes promptly at 5:30PM.

### **Closings**

See attached annual calendar for Annette’s Preschool holiday closings, parent teacher conferences and professional learning days for our staff. Please note: The Part Day Preschool program runs for 10 months (Sept – June) and follows the CVSD school calendar which is different from the year-round Annette’s Preschool calendar.

While it is a rare occurrence that we close due to bad weather, we may opt for a delayed opening of 1, 1 ½ or 2 hours. Please visit **wcax.com** for all school delay/closing information where we will post by 6:00AM. You may also listen to the following radio stations if you are in doubt: WOKO 98.9FM, WVMT 620AM, or Channel 3 News. If CVSD is closed, the Clubhouse afterschool program will be closed.

Beginning in Fall 2018, we have adopted an emergency notification system via voicemail and text message should we experience a utility problem or weather issue that requires us to close. Families must opt-IN to this message system in order to receive notifications. The director can send the link to you when you enroll. Families are required to use the automatic opt-OUT feature once their child graduates or they no longer wish to receive notifications. We will send an email to all families as well as a back up method for any closures and post a message on the voice mail system as well (802-482-2525).

In the event of a **1- hour delay**, the full day classes will open at 8:00AM and the Elephants (morning part- day class) will be open on the usual schedule (8:50AM). In the event of a **90 minute delay**, full day classes will open at 8:30AM and Elephants will be CLOSED.

In the event of a **2 hr delay**, full day classrooms will open at 9:00AM and the Elephants

will be CLOSED.

While we often follow the CVSD school delay/closures, we try to remain open for our working families as much as possible. However, the safety of our staff and families traveling on the roadways within the northern counties where our teachers reside are our primary concern when making the decision, as well as being able to secure appropriate teacher: child ratios at all times.

## **Tuition**

See attached tuition rates for the current year and specific program to which you wish to enroll. Tuition is due on Monday of the week early care and education services are provided. As of January 1<sup>st</sup>, 2011, all accounts will require tuition payments to be automated via direct debit. We offer weekly, monthly and quarterly payment options, as well as a 10% sibling discount for the lower of the two tuition rates.

Act 166 PreK funding provides 10 hours of free early education programming for all children who are 3, 4, or 5 years old (and who are not enrolled in Kindergarten) on or before 9/1 for the funded school year. Annette's Preschool is a prequalified provider with the Agency of Education and has been an Early Learning Partner since 2010. The intent of the funding is to support access for children to high quality preschool education and to enable sustainable community partnerships of equal educational standards to public school, including having licensed teachers with Early Education Endorsements on staff. Act 166 provides \$3,178 for each child who is enrolled in full time, part time and part day programs over the course of 35 weeks during the school year beginning in September. It is the family's responsibility to enroll their child with the school district where they reside in order to access the funding at Annette's Preschool. If a family enrolls in Annette's but does not enroll with the school district in a timely way, the full tuition at Annette's is the responsibility of the family, with or without the Act 166 funding in place.

If a child transfers between programs mid year, Act 166 funding will follow the child and be sourced from the supervisory union where the child resides, and in proportion to the days attended in each program. Notice periods do apply for change in schedules and withdrawal of enrollment. Tuition at Annette's Preschool is due until the notice period is complete. Act 166 funds will not be paid to our program if your child is not enrolled and attending our program. If you move residence, you must notify the supervisory union and Annette's Preschool Director of the new school district so that your Act 166 funding can be redirected and you will not experience a gap in funding.

For the Part Day Preschool program only, tuition is collected 9 times per year on Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, Mar 1, Apr 1 May 1, Jun 1) via direct debit at the current tuition rates for 3, 4 or 5 part days. Families who receive Act 166 funding will not be charged for 10 hours of early education for 35 weeks of the school year. Tuition for any

additional days your child is enrolled beyond the 3 mornings will be your responsibility. A deposit and registration fee are required to enroll in the part-day program.

### **Cancellation Policy/Program Departure**

If enrollment status changes and you wish to withdraw your child from our program, you are required to provide a 2 week written notice if you are paying weekly, or a 1 month written notice if you are paying monthly. You will receive the amount of your prepaid tuition back provided your account is current. Your deposit will be applied to your child's last week or ½ month of programming. The deposit and registration fees are not refundable.

If it is determined that commitments and responsibilities are not being upheld by a parent/guardian, Annette's Preschool reserves the right to terminate care with 24 hour notice. Termination may also occur if Annette's deems that for any reason continuation of care is not in the best interest of the company, staff or other families. Non-payment of tuition when due may be cause for termination of care.

### **Health Regulations**

Children must wash their hands upon arrival at school. Parents must supervise. Children are required to have a pair of "indoor shoes" and a pair of "outdoor shoes" to maintain the health and cleanliness of our classroom.

Prior to admission, each child shall have had all immunizations appropriate for his/her age. **A copy of your child's immunization records shall be kept on file at the school and should be updated annually or when new immunizations are received.** Parents should inform the Director of any changes in their child's health status.

Medications may only be given to your child when accompanied by a signed medication form (available in all classrooms) and specific directions for administration. All medications must be in original containers.

If your child is sick and will be absent, please call the school and let us know. Our office will call you by 10AM if your child does not attend on a regularly scheduled day.

If your child is seriously injured, you will be notified by phone at once. Minor scratches, cuts or bruises will be medically attended to at the center by the director or teacher and you will be notified at time of pick up. An accident report will be completed and a copy will be provided to the parent on the same day.

**State of Vermont Child Care Licensing Regulations** can be found [here](#).

### **Head Lice Policy**

We must be notified immediately if your child has head lice. Prompt treatment and notification decreases the spread in group settings such as ours. We will conduct head checks of all the children and staff if there is a suspected case of head lice. If your child does have head lice, he or she must be treated with the appropriate medication and be nit free (no eggs – dead or alive) before returning.

### **Sick Child Policy**

Sick children will not be admitted to school. If your child becomes ill during the day, you or your designated guardian will be notified immediately so that your child can be picked up and taken home. Until you arrive, your child will be kept comfortable separate from the rest of the children. If you are unsure if your child is contagious, please consult your doctor. State regulations regarding children’s health are posted in each classroom, and indicate that your child must be symptom free for 24 hours (and without fever-reducing medicine) before re-admittance to our program. **Please pick up your child within 1 hr. of being notified.**

We are unable to care for your child if he/she.

- \* Has a fever of 101F or greater (before fever reducing medicine.)
- \* Is congested enough to require a vaporizer.
- \* Is tired enough to require sleep beyond a regular nap.
- \* Has any discharge from the eyes.
- \* Has diarrhea (2 times while in care).
- \* Has an unidentified rash.
- \* Has severe coughing.
- \* Is not able to keep up with the scheduled day.
- \* Has vomited 2 or more times in 24 hours.
- \* Has head lice or eggs.

A note from a physician may be required before your child is re-admitted after certain contagious illnesses.

If there is a confirmed case of a contagious illness in any of our classrooms, we will post notifications on the parent sign in sheet with a resource guide to symptoms and next steps.

Our staff are required to do “daily checks” of all children in the event of any injuries that occurred while not in our care. We will ask you about any scratches, bruises, etc, and appreciate your communication so that we can provide any extra care that may be needed during the school day.

### **Biting Policy**

One of the many benefits for children enrolled in a high quality early care and education program is the opportunity for them to be exposed to social interactions with peers, learn to regulate responses when waiting, and to develop adaptive skills (such as zipping up coats, putting on boots, using utensils, etc.). In addition, children learn that their needs will be consistently met by teachers through sensitive and appropriate responses for his or her age and developmental level. In a group toddler setting, frustration is to be expected, and one child biting another is often a common response, albeit very upsetting to both sets of parents!

When one child bites, or physically hurts another, our approach in the classroom is consistent with NAEYC and Zero to Three's best practice which supports firm verbal intervention with the goal of setting expectations for behavior, identifying feelings, and supporting empathy by helping others.

An accident report is completed which is given to the parent of the child who was hurt. This report shows the name of the injured child, the date, the classroom, the time, a description of the incident, what was done to help, the outcome and the signature of the teacher. No identifying information of the other party is shared with families in order to maintain and respect the confidentiality of all involved.

The director will contact the parents of the injured child to notify them of the incident. The director will also contact the parents of the child who bit/hurt another child. As part of our dedication to building a community and strengthening the home-school connection, we encourage dialogue between parents and teachers about their child's sensitivities, stress points, and enjoyable activities. This is essential for our teachers to understand a child's behavior at home, and to build shared expectations of behavior in both learning environments!

## **Allergies**

Effective on September 1, 2018, we will no longer practice a center-wide allergy policy, but rather allergy accommodations will be made for children on a class by class basis. Allergy notifications will be posted at the entries to the classroom (without identifying any child) and communicated to all staff in a confidential manner. Staff will be made aware of any/all allergies in the program so that when classrooms come together to visit for activities, on the playground, etc. they are fully prepared. Any family with a child experiencing a new allergy should immediately notify the Director in writing of the specific allergen, including any contingency or medical instructions that are in place for the child.

This means that you may pack snacks and lunches which contain nuts at this time. If any new allergy (including nuts) develops within your child's classroom, you will be notified by the teachers of the precautions and we will require that you follow them if/when the

need arises. We are committed to the safety of every child, and to working with families to achieve this.

## **Clothing**

Your child will need one complete change of clothing at the center. This includes shirts, pants, underwear, socks and indoor shoes.

Please dress your child appropriately for the weather. During the winter months, please be sure to send a hat, mittens, snow pants and boots. Make sure to LABEL all clothing brought to our center as many items look alike in color, size and brand. It is your responsibility to monitor and replenish your child's cubbie with enough (but not too much!) clothing.

Parents are responsible for providing all diapers and wipes for children in the birth to three program or until their child is potty trained. **Children who are enrolling in the preschool program must wear underwear during the day, demonstrate independent toileting skills, and remain dry during the day.**

When your toddler shows signs of independent pottying (pulling pants up and down, recognizing when they are wet/soiled, saying they are "peeing" at the time, staying dry for several hours and are interested in trying to sit on a toilet), we will fully support this learning in cooperation with your family. This is the time to bring in lots of extra pairs of underpants/clothing so that your child can master this important skill successfully and positively!

## **Meals**

Children are required to bring their own snacks (morning & afternoon) as well as lunches (for our full day programs). Each child should bring in a water bottle to keep at school where it is cleaned daily. All water bottles must go home on Fridays for sanitizing in a dishwasher and returned on Monday. We provide organic milk from our local farm at lunchtime and filtered water as a beverage. Juice boxes must be 100% juice. *Please do not send in candy or gum.*

In the infant room, parents must provide bottles, food, diapers, wipes, bibs, and a crib sheet for the pack and play (provided) and at least 2 extra sets of clothes to be kept at the center.

If you choose to celebrate your child's birth day in school, please feel free to bring in a **healthy treat** to celebrate the special occasion (Fruit kabobs, muffins, etc.!).

## **Rest Time (full day programs only)**

Rest time varies by age of child, but lasts up to 2 hours depending on the group. All children will be provided an opportunity to rest, but are not required to sleep. Rest is always right after lunch. Please do not drop off or pick up your child during rest time without securing special permission from your child's teacher or the Director.

For our full day programs, your child will need a rest mat (all-in-one pillow, mat and cover is recommended) for rest time. We have found it helps many children to have a transitional item for resting (special blanket, stuffed animal etc.). Please bring the rest mat in a pillow case (labeled) with a drawstring (shoelace works!) so it can be hung on a hook and kept separate from other mats. We have limited space in our classroom for bedding, so we encourage you to bring in compact bedding and storage. More importantly, manageable sized rest mats help your preschool child learn to roll up their bedding and put it away themselves. We provide a small yoga mat for your child to use between their bedding and the floor.

All bedding will be sent home on Fridays (or end of week) to be laundered and returned on Monday.

### **Child Assessment/Family Conferences**

Ongoing observation, documentation and child assessment is a regular part of our 5 STAR early care and education program and required by the state for PreK Act 166 funding. Family conferences are held twice a year in October and March. At that time, there will be a parent/teacher sign-up sheet posted on the parent board. You may sign up for a time that is most convenient for you. This will be an opportunity for you to discuss your child's interests, strengths, learning and social relationships with his/her peer group. We highly value the home-school connection to foster the optimal growth and learning for your child, and will ask for your participation in the teacher/parent conference process. Conferences may be arranged at any other time of the year at your request.

At frequent intervals, such as upon enrollment, upon transition to a new classroom, or in the last year before Kindergarten, we use the Ages and Stages Questionnaire (ASQ-3) with children age 6 weeks – 5 years to better understand the developmental level of each child. This tool has a family component so that parents/guardians can provide their observations of the child's development at home and share with your child's teacher. If there are any questions or concerns which are raised, both the parents and teachers will meet to discuss the similarities, differences and concerns. The results may indicate that further evaluation is not necessary at that time in which case teachers will continue to observe in more detail. If the results indicate a possible developmental concern, the Director will observe the child and assist with further evaluation steps, which includes consulting with the family for consent to invite observation by additional early childhood experts, and/or a referral for a comprehensive evaluation by a multidisciplinary team from Children's Integrated Services (0-3yrs) or EEE for ages 3-5yrs. This is a collaborative process with the family and the results of these evaluations will be shared

with the parents and the teachers in a team meeting and will result in a set of recommendations for next steps which either confirm or deny a developmental delay, and propose appropriate services if needed. Our staff work hand in hand with service providers so that children who are eligible for further developmental support can receive services within a familiar play-based environment (such as the classroom).

### **Field Trips**

We occasionally take the children on field trips in our Annette's van and will provide at least 1 week advance notice before they occur. Two teachers always accompany groups of 6 or more in the van, and the van seats 13 children. The van is equipped with safety harnesses which are adjustable and appropriate for young children. A permission slip must be signed and returned for each child for each trip. If there is a cost for the trip, this must be paid prior to departure. Please make sure that the necessary arrangements are made if you are planning an irregular pick up or drop off on one of these days.

Walking field trips occur regularly as a part of our outdoor programming, and exploration of the Hinesburg community. Individual Permission slips are not required for these spontaneous events, as we ask for your signed permission upon enrollment for walking excursions.

### **Suspected Abuse/Neglect**

All of our staff are trained to detect signs of abuse and neglect in children. We share these signs to help you understand the important role we share in caring for and protecting children. We will do daily observations and will ask you about any new injuries and if any special care is required. Likewise, we will provide written reports of any injuries sustained by your child in our care. We highly value the home - school partnership with your family.

### **Confidentiality**

All personal information regarding families and children is treated as confidential. Staff and Directors will provide a safe and secure place for family files. Staff and Directors will exercise professional discretion regarding conversations with each other, parents or children concerning personal information or family matters.

### **No Smoking Policy**

Annette's Preschool is a non-smoking early care and education program. Staff, parents and volunteers are not permitted to smoke anywhere on the property.

## **No Idling Policy**

Annette's Preschool is an Eco-Healthy Childcare certified program and we maintain this status in part by prohibiting the idling of vehicles in our driveway or parking lot. This applies to cars fitted with "remote start" features.

## **Child Behavior Guidance Policy**

Our child behavior guidance policy is based on a positive guidance approach in which behavior is managed first by setting expectations in the classroom for appropriate use of toys and interactions. Our policy is based on the premise that young children are still learning appropriate methods of social interaction and expression of feelings and need to be supported and taught how to manage a conflict, and not punished because they have a problem that they do not yet know how to solve. We also view young children's behavior as a language which helps us to respond to unmet needs that may require further understanding.

When conflicts arise, we use a 5- step dialogue to address a variety of situations and support children. The teacher facilitates by first helping children to **identify feelings** ("I see that you are feeling frustrated/mad/upset...." -cool off), followed by **identifying the problem** objectively ("I see one toy here and two children who are upset"), and helping children **identify a possible solution** ("what could we do to change/fix/make this better?"), **try out** the solution, and then "**check back in**" with the friend to see how that solution is working. For younger ages, we talk about turn taking (e.g. "Tommy is using that toy, your turn is next." or redirection to another activity or toy ("You can choose the blocks or the books while you wait for that toy"). Children whose behavior disrupts the classroom will be redirected to make a safe choice for themselves in another area in the room before they are invited to try again.

If a child's behavior continues to be an obstacle to their full participation in the program, or continually prevents others from safe participation as well, the teachers and Director will seek to collaborate with families to make focused observations, seek more information, problem solve, provide additional resources, and if needed, offer a referral for further evaluation to support the child in our classroom setting. If the safety of the child and/or his or her peers is compromised, the child's parent may be called to pick up the child. Our goal is to fully meet every child's needs!

## **SAFE Policy**



Since pick up and drop off can be busy times, we ask for your understanding of and cooperation with the following "SAFE" guidelines at our program:

- Sign in, Sign Out:** Upon arrival in the morning, SIGN your child IN on the attendance sheet in your classroom. Upon arrival at the end of the day, SIGN your child OUT on the same attendance sheet in the classroom. This is a formal record of your child's attendance in our program. It is also a mandatory requirement by the State of Vermont licensing. (This procedure is the same, even if the class is out on the playground at the end of the day.)
- Absent = Call/Email us:** Please notify teachers or the office via the parent notebook, email, or phone if your child will be absent from school no later than 9:00AM that day. Our office will call you if your child does not arrive as scheduled.
- Find your child's hand:** While we know families like to spend time talking to each other at the end of the day, we ask that you supervise your child directly once you pick them up by holding their hand and keeping them by you. Since teachers have an ongoing "head count" in their classroom, the presence of your child in the classroom once they have been signed out raises the potential for confusion, and this presents a safety concern for teachers and families alike. Please also HOLD HANDS in the parking lot.
- Exiting: Doors/gates opened by grown-ups only:** While this may seem like a good self-help skill to encourage at home, children opening classroom doors is never a safe practice in a preschool group setting. Please securely close all doors behind you.

## Communication

Annette's Preschool can be reached by phone 802-482-2525 (*extensions for each classroom to leave a confidential voicemail*)

The Clubhouse can be reached by phone 802-482-5986

Or by email to the following individuals:

Andrea Sambrook, Director and Owner, [andrea@annettespreschool.com](mailto:andrea@annettespreschool.com)

Victoria Ward, Business Director (Part Day and School Age programs),  
[victoria@annettespreschool.com](mailto:victoria@annettespreschool.com)

Andrew Sambrook, Owner, [sambrook@annettespreschool.com](mailto:sambrook@annettespreschool.com)

Monkeys classroom: [monkey@annettepreschool.com](mailto:monkey@annettepreschool.com)

Lemurs classroom: [lemurs@annettespreschool.com](mailto:lemurs@annettespreschool.com)

Tigers classroom: [tigers@annettespreschool.com](mailto:tigers@annettespreschool.com)

Koalas classroom: [koalas@annettespreschool.com](mailto:koalas@annettespreschool.com)

Jaguars classroom: [jaguars@annettespreschool.com](mailto:jaguars@annettespreschool.com)

Toucans classroom: [toucans@annettespreschool.com](mailto:toucans@annettespreschool.com)

Tree Frogs classroom: [treefrogs@annettespreschool.com](mailto:treefrogs@annettespreschool.com)

Elephants classroom: [elephants@annettespreschool.com](mailto:elephants@annettespreschool.com)

Clubhouse classroom: [clubhouse@annettespreschool.com](mailto:clubhouse@annettespreschool.com)

Facebook: [www.facebook.com/AnnettesPreschool](http://www.facebook.com/AnnettesPreschool)

Website: [www.annettespreschool.com](http://www.annettespreschool.com)

Act 166 site: [www.vtpublicprek.info](http://www.vtpublicprek.info)