



EJRP PRESCHOOL

2026/2027 FAMILY RESOURCE GUIDE

Updated: 7/29/2026



Our Vision:

We are a community committed to growing good humans.

Our Mission:

Our mission is to provide quality early education that fosters the mind, body and spirit of all children, embraces the connection between home and school, and supports our community, both local and global.

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Welcome Overview

Dear families,

Thank you for choosing Essex Junction Recreation & Parks (EJRP) Preschool to be part of your child's early learning journey!

At EJRP Preschool, we are committed to creating safe, inclusive, and nurturing learning spaces where children feel supported, valued, and inspired to grow. We are honored to work alongside your family during these important early years; we believe strong partnerships between home and school are essential to a child's success.

This resource guide is designed to help you become familiar with our program and answer many of your questions as you start your EJRP Preschool journey. Please do not hesitate to reach out if you have any additional questions or need support in any manner. We look forward to welcoming you into our community!

— The EJRP Preschool Teaching Team

PROGRAM DESCRIPTION

The EJRP Preschool is a fully licensed, 5-STAR accredited early childhood program operated by Essex Junction Recreation & Parks and located in the historic Park Street School in Essex Junction, Vermont. The EJRP Preschool is a Universal Pre-K and ACT 166 partner with surrounding school districts. Established in 2009, the program serves children ages 2–5 that offers full-day preschool in the old Park Street School in Five Corners. The program includes structured classroom learning, outdoor play, literacy-rich activities, and hands-on exploration within developmentally appropriate learning environments. EJRP Preschool features fenced outdoor play spaces, experienced early childhood educators, and a curriculum designed to support children's social, emotional, physical, and cognitive development while preparing them for kindergarten. As part of Essex Junction Recreation & Parks, EJRP Preschool is deeply connected to the local community and values strong partnerships between school and home.

PROGRAM PHILOSOPHY

At the EJRP Preschool, we believe every child is inherently kind, curious, and capable of extraordinary growth. We nurture these qualities by creating safe and engaging learning environments where children feel empowered to be their authentic selves, take meaningful risks, and reach their fullest potential. We cultivate a supportive and inclusive community through meaningful relationships among children, teachers, and families. Rooted in the Responsive Classroom approach, our program emphasizes open communication, cooperative learning, problem-solving, and thoughtful reflection to support both academic growth and social-emotional development.

Through class meetings, predictable routines, positive self-talk, mindfulness practices, real-time problem solving, literacy-rich experiences, and opportunities to explore the natural world, children develop the skills to be safe, respectful, kind, and adaptable—the foundation upon which our classroom community is built.

We believe children learn best through active, hands-on experiences. Our program provides a wide variety of manipulatives, open-ended materials, and engaging activities that spark curiosity, inspire creativity, and encourage self-directed exploration and discovery.

At the heart of our program is a dedicated teaching team committed to fostering the growth of creative, capable, resilient, and compassionate children. We value critical thinking, self-reflection, meaningful dialogue, connection, and collaboration, and strive to cultivate a learning community where every child feels seen, supported, and inspired to thrive.

PROGRAM GOALS

- We provide a safe and nurturing environment for children that meets their physical, social, and cognitive needs.
- We create an environment where children, teachers, and families are respectful to each other.
- We foster positive learning experiences where the process is more important than the product.
- We encourage and support social interactions throughout the EJRP family.
- We provide opportunities for the development of receptive and expressive language.
- We encourage the expression of emotions for positive interactions and resolutions.
- We provide opportunities for learning through play.
- We allow children opportunities to explore their environment freely, encouraging them to be observers, experimenters, and hypothesizers.
- We foster the understanding of the relationship between spoken and written language.
- We encourage gross motor development through a variety of indoor and outdoor activities.
- We encourage fine motor development through sensory play and real-life skills.
- We offer art enrichment opportunities that emphasize creativity.
- We foster a sense of independence by developing self-help skills.
- We offer opportunities for team building in varied groupings.
- We foster respect for our environment and materials.
- We create a strong bond between home and school and recognize the individual needs of each family.
- We recognize and celebrate the unique learning style and needs of each child.
- We promote and model healthy living.
- We expose children to diverse cultures, inclusive perspectives, and a wide range of role models that challenge gender stereotypes, encourage empathy, and celebrate differences in abilities, backgrounds, and identities.
- We embody what it means to “grow good humans”.

Enrollment

ENROLLMENT PROCEDURES

Complete the “Request for Enrollment” form linked at ejrp.org/preschool.

If we are able to enroll your child, there will be an opportunity to schedule a tour of our program space and/or participate in one of our Open Houses. There will be a \$500 non-refundable

payment to confirm registration (\$100 for a registration fee and \$400 that will be automatically applied to the first round of billing for the year).

The required documentation is needed prior to the school year start date for a newly enrolled child;

- Completed registration profile
- Child's updated immunization records - uploaded in your EJRP program account
- Child's updated annual physical form - uploaded in your EJRP program account
- Registration fee
 - This item is not required for families who currently utilize or plan to utilize Child Care Financial Assistance through Child Care Resource.

PRIORITY ENROLLMENT

The EJRP Preschool Program is a part of Essex Junction Recreation & Parks, which is funded in part by the taxpayers of the City of Essex Junction. The residents of the City of Essex Junction have priority access to our program.

ENTRANCE AGE

The EJRP Preschool is consistent with the Essex Westford School District by following the established age requirements for admission:

- Adventurers Classroom (2/3 Room) - child must be age 2 by September 1
- Explorers Classroom (3/4 Room) – child must be age 3 by September 1
- Discoverers Classroom (4/5 Room) – child must be age 4 by September 1

This space is intentionally blank.

Classrooms

Adventurer's - 2/3 Year Olds

FOCUS AREAS

Social & Emotional Development: building trust with caregivers, learning routines, expressing emotions, early sharing and turn-taking, parallel play

Language & Communication: expanding vocabulary, understanding simple directions, engaging in back-and-forth interaction, songs, stories, and conversation

Physical Development (Gross Motor): running, climbing, balancing, jumping, and movement activities

Physical Development (Fine Motor): stacking, drawing, manipulating play materials, simple art and sensory activities

Cognitive Development: curiosity, exploration, cause-and-effect understanding, early problem-solving, sorting, matching, and pretend play

Self-Help Skills: handwashing, eating, toileting readiness, clean-up routines, and following simple directions

Creative Expression: music, movement, art, and imaginative play to support exploration and self-expression

PACKING LIST

- (MONDAY) Rest Items: one rest mat/blanket, one pillow, and one stuffed animal
 - Rest items must be placed in a labeled plastic bag or cloth bag with a full closure
 - Rest items stay in cubby during the week and go home on Fridays for washing
 - Rest items appropriately sized for cubby storage
- 3 or more complete changes of weather-appropriate clothing (more if potty training)
- Diapers and/or pull-ups and wipes (as needed)
- Labeled wet bag for soiled or wet clothing
- Labeled water bottle
- Indoor shoes (e.g., Crocs or slippers)
- Outdoor shoes (sneakers, boots, weather-appropriate footwear)
- Packed lunch with ice pack if needed (microwave-safe container preferred if heating is needed)
- Labeled utensils for lunch and/or snacks (if needed)
- Morning snack (packed separately and labeled)
- Afternoon snack (packed separately and labeled; stored in refrigerator after drop-off)
- 2–3 snack options per day recommended
- Seasonal extra clothing and gear (as needed for weather, water play, or winter conditions)
- Optional - “Muddy Buddies” gear for outdoor play and messy exploration

****Please do not send toys or personal items from home to school****

Explorer's - 3/4 Year Olds

FOCUS AREAS

Social & Emotional Development: developing friendships, practicing cooperation and turn-taking, identifying and expressing emotions, building confidence and independence in group settings

Language & Communication: expanding vocabulary, engaging in conversations, asking and answering questions, following multi-step directions, and participating in group discussions, stories, and songs

Physical Development (Gross Motor): refining balance, coordination, and strength through running, jumping, hopping, climbing, dancing, and structured movement activities

Physical Development (Fine Motor): strengthening hand control and coordination through drawing, cutting with scissors, writing pre-skills, building, and manipulating a variety of materials

Cognitive Development: problem-solving, early reasoning, sorting, classifying, recognizing patterns, and engaging in more complex pretend play and inquiry-based exploration

Early Literacy & Math Skills: recognizing letters and sounds, exploring print, counting, number sense, shapes, measurement, and early math concepts through hands-on experiences

Self-Help & Independence: increasing responsibility for personal needs such as dressing, hygiene, clean-up routines, and following classroom expectations independently

Creative Expression: engaging in art, music, dance, and dramatic play to support imagination, creativity, and self-expression

PACKING LIST

- (MONDAY) Rest Items: one rest mat/blanket, one pillow, and one stuffed animal
 - Rest items must be placed in a labeled plastic bag or cloth bag with a full closure
 - Rest items stay in cubby during the week and go home on Fridays for washing
 - Rest items appropriately sized for cubby storage
- At least one full change of clothes (more if needed)
- Labeled wet bag for soiled or wet clothing
- Labeled water bottle
- Indoor shoes (e.g., Crocs or slippers)
- Outdoor shoes (sneakers, boots, weather-appropriate footwear)
- Healthy packed lunch with ice packs if needed (microwave-safe container preferred if heating is required)
- Labeled utensils if needed for lunch
- Morning snack packed separately and labeled
- Afternoon snack packed separately and labeled
- 2–3 small snack items per snack time recommended
- Seasonal extra clothing and gear (as needed for weather, water play, or winter conditions)
- Optional - “Muddy Buddies” gear for outdoor play and messy exploration

****Please do not send toys or personal items from home to school****

Discoverer's - 4/5 Year Olds

Social & Emotional Development: strengthening friendships, demonstrating empathy, resolving conflicts with support, cooperating in group settings, and developing independence, confidence, and responsibility

Language & Communication: engaging in rich conversations, expressing ideas clearly, asking thoughtful questions, following multi-step directions, and participating in group discussions, storytelling, and presentations

Physical Development (Gross Motor): refining coordination, balance, and endurance through running, skipping, hopping, climbing, organized games, and outdoor play

Physical Development (Fine Motor): developing control and precision through drawing, writing letters, cutting with accuracy, building detailed structures, and using a variety of tools and materials

Cognitive Development: strengthening problem-solving, critical thinking, memory, and reasoning skills through hands-on exploration, experimentation, and increasingly complex play scenarios

Early Literacy Skills: recognizing and producing letters and sounds, beginning to read simple words, understanding print concepts, and engaging in emergent writing activities

Early Math Skills: counting with one-to-one correspondence, number recognition, addition and subtraction concepts, patterns, shapes, measurement, and data exploration through play-based learning

Self-Help & Independence: taking greater responsibility for personal needs, classroom roles, organization of materials, and following routines with minimal support

Creative Expression: using art, music, movement, and dramatic play to communicate ideas, explore imagination, and express individuality

Discoverer's - 4/5 Year Olds

PACKING LIST

- (MONDAY) Rest Items: one rest mat/blanket, one pillow, and one stuffed animal
 - Rest items must be placed in a labeled plastic bag or cloth bag with a full closure
 - Rest items stay in cubby during the week and go home on Fridays for washing
 - Rest items appropriately sized for cubby storage
- At least one full change of clothes (more if needed)
- Labeled wet bag for soiled or wet clothing
- Labeled water bottle
- Indoor shoes (e.g., Crocs or slippers)
- Outdoor shoes (sneakers, boots, weather-appropriate footwear)
- Healthy packed lunch with ice packs if needed (microwave-safe container preferred if heating is required)
- Labeled utensils if needed for lunch
- Morning snack packed separately and labeled
- Afternoon snack packed separately and labeled
- 2–3 small snack items per snack time recommended
- Seasonal extra clothing and gear (as needed for weather, water play, or winter conditions)
- Optional - “Muddy Buddies” gear for outdoor play and messy exploration

****Please do not send toys or personal items from home to school****

This space is intentionally blank.

Notice of Non-Discrimination and Commitment to Diversity, Equity, and Inclusion

The EJRP Preschool Program values diversity, equity, and inclusion as essential principles in early childhood education. These foster the fair treatment and participation of all children, helping them develop empathy, respect, and kindness while preparing them to be understanding and considerate citizens.

In alignment with applicable State and Federal laws, the EJRP Preschool Program does not discriminate based on race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or disability in admission, access, treatment, or employment in its programs and activities.

To further support diversity, equity, and inclusion, the EJRP Preschool Program implements the following strategies:

- **Create an anti-bias curriculum:** Foster meaningful conversations and learning experiences that expose children to differences and highlight what makes everyone unique.
- **Integrate multicultural education:** Use diverse books, music, art, and activities to teach about various cultures, traditions, and histories.
- **Use inclusive language and practices:** Celebrate each child's unique background by acknowledging cultural holidays and incorporating learning materials that reflect diverse communities.
- **Train staff and educators:** Provide training in cultural sensitivity and inclusion to ensure staff are equipped to support all children effectively.
- **Create a safe space:** Offer an environment where children feel comfortable expressing their identities.

A designated individual coordinates the program's efforts to implement these laws and uphold our commitment to diversity, equity, and inclusion. For more information about these laws, regulations, or our grievance procedures for resolving discrimination complaints, please contact the person listed below.

Mark Brislin
802-878-1375
mbrislin@ejrp.org
75 Maple Street
Essex Junction, Vermont 05452

Attendance & Schedules

HOURS OF OPERATION

Our program is open year-round, Monday through Friday, from **7:30am to 5pm for our preschool classrooms (Explorers and Discoverers) and 8am-4pm for our toddler classroom (Adventurers)**. Specific closure dates or holidays are indicated in the 2026/2027 EJRP Preschool calendar.

Families are expected to drop-off or arrange drop-off for their child by 9am each day unless they have proactively communicated an existing appointment. Families will not be allowed to drop-off after 12:00pm. The summer session is subject to flexibility if all parties (head teacher and any legal guardian assuming responsibility of the child) have made arrangements in a proactive manner.

Families are expected to pick-up or arrange pick-up for their child by 4pm for the Adventurers classroom and by 5pm for both the Explorers and Discoverers classrooms.

At the time of enrollment, you will be asked the names of people other than yourself who we may allow to pick up your child. We will ask for identification from anyone not familiar to us, so please ask your pick-up folks to be prepared. No one other than the people on this list will be allowed to take your child without you notifying us personally. Adding people to your list is as easy as letting a staff person know, as is removing someone from the list.

In the event of a late pick-up, please contact the program by calling 802-338-7193. Please be mindful of licensing and liability restrictions, as well as our teaching team's valuable time and plan your pick-ups accordingly. See Late Fee section for applicable fees.

ADVENTURERS DAILY SCHEDULE

8:00am	Adventurers Classroom Opens
8:00am-9:10am	Snuggles and Settling In - Explore Time/Free Choice
9:10am-9:30am	Morning Snack
9:30am-9:40am	Clean Up
9:40am-10:00am	Change Diapers/Potty/Hand Washing
10:00am-10:15am	Morning Meeting (songs, dancing, read alouds, etc.)
10:15am-11:15am	Outdoor Recess
11:15am-11:30am	Handwashing/Lunch Prep
11:30am-12:00pm	Lunch
12:00pm-12:15pm	Change Diapers/Potty/Hand Washing
12:15pm-12:30pm	Books and Snuggles

12:30pm-2:15pm	Rest Time
2:15pm-2:30pm	Change Diapers/Potty/Handwashing
2:30pm-3:00pm	Explore Time/Free Choice
3:00pm-3:10pm	Clean Up
3:10pm-3:30pm	Afternoon Snack
3:30pm-4:00pm	Outdoor Recess
4:00pm	Adventurers Classroom Closes

EXPLORERS AND DISCOVERERS CLASSROOM DAILY SCHEDULE

7:30am	Preschool Classrooms Open
7:30am-9:30am	Explore Time/Free Choice
9:30am-9:40am	Clean Up
9:40am-10:00am	Morning Meeting (greeting, songs/poems, classroom helpers, group games, experiments, read alouds, group discussions, etc.)
10:00am-10:20am	Morning Snack
10:20am-10:40am	Bathroom, Books and Quiet Choices
10:40am-11:00am	Sound Circle/Show and Tell (Discoverers)
11:00am-12:00pm	Outdoor Recess
12:00pm-12:40pm	Lunch
12:40pm-1:00pm	Bathroom, Independent Reading/Group Read Aloud
1:00pm-2:30pm	Rest Time
2:30pm-3:00pm	Quiet Choices/Daily Reflections (Discoverers)
3:00pm-3:30pm	Afternoon Activities (creative art projects, science experiments, or theme-based activities)
3:30pm-4:00pm	Afternoon Snack
4:00pm-4:15pm	Bathroom, Books and Quiet Choices
4:15pm-5:00pm	Outdoor Recess
5:00pm	Preschool Classrooms Close

TERMINATION AND WITHDRAWAL

We reserve the right to terminate services to families for these reasons:

1. Non-payment of fees.
2. Repeated late pickups that go beyond the time of closing. This practice puts us out of compliance with our licensing regulations and cannot be tolerated.

A child can be withdrawn by a parent at any time. **In order for billing to stop, you must provide three weeks written notice of the last day of service.** Refunds will be issued for any services paid for beyond the three-week notice.

DROP OFF/PICK UP & CONTACT INFORMATION

All families will be given a keycard for the primary and secondary guardian listed in their EJRP account. These keycards will give you access to the front door of the EJRP Preschool building at 21 Park Street only. The keycards only work during operation hours (7:30am-5:00pm); this includes scheduled closures dates as non-use. Children will be picked up in their classrooms unless a notice of alternative location is left by your child's teachers (i.e., the classroom is currently on the playground). Families can request additional keycards for authorized drop-off/pick-up adults.

Children must be dropped off and picked up by a caregiver that is listed on their authorized drop-off/pick-up list. This list is submitted during initial enrollment and lives in children's official files. Changes and additions to authorized pick-up lists can be made at any time by working with the Preschool Director. Enrolled children will not be permitted to leave the center with anyone other than those listed on their authorized pick-up lists. For authorized people to complete pick-up, current and legal photo identification will also be required (e.g., driver's license, residency card, passport). If a child arrives at the center with an unknown, unauthorized person, the child will be warmly welcomed to the center, and their legal/primary caregivers will be immediately contacted.

Enrolled families can help ensure timely communication with their classroom teachers by programming the EJRP Preschool's phone number (802-338-7193) into their mobile phones or confirming their enrollment into their BrightWheel classroom. Families are asked to keep in mind the emergency contact numbers in their children's enrollment files and provide updates whenever necessary. This includes notifying classroom teachers when a contact number changes, even for a short time.

The following steps will be taken in the following order if a child remains in the program past closing:

- 1) Call/text/email/reach out to all legal/primary caregivers
- 2) Call the persons listed on the children's Emergency Contact and Authorization forms
- 3) Call the police

As mandated reporters, our staff are required to assess and address any situation in which a family member or authorized pick-up person appears to be impaired by alcohol or other substances that may affect their ability to safely transport or care for a child. In such cases, we will work to support the individual in finding a safe alternative, including assisting with arranging transportation if needed. If a safe plan cannot be agreed upon, we are required to contact law enforcement and the appropriate state agencies to ensure the child's safety.

ABSENCES

If your child will not be attending the program on a certain day(s), please notify the director for attendance purposes. Weekly tuition rates are based on full-year operation of the Preschool Program, and refunds or weeks off will not be provided. You will be charged for days that your child is scheduled to attend, even if they do not.

INCLEMENT WEATHER

The EJRP Preschool follows the Essex Westford School District decision for closure as the location of our school falls into the physical location of the district. The Preschool Director will send out an email to families confirming closure no later than 7am of the closure date.

In the event that a storm intensifies as the day progresses and we need to close early, you will be notified and expected to arrange an early pick-up for your child. Please have an emergency pick-up person on hand for such occasions.

We are committed to providing as much notice as possible to support family planning.

SCHEDULED CLOSURES

2026/2027 HOLIDAYS AND CLOSINGS

Monday, September 7

Thursday, October 22 & Friday, October 23

Monday, November 23 - Friday, November 27

Thursday, December 24 - Friday, January 1

Monday, January 18

Monday, February 22 - Friday, February 26

Monday, April 19 - Friday, April 24

Monday, May 31

Thursday, June 17 & Friday, June 18

Monday, July 5

**Wednesday, August 18 - Tuesday, August 24

**Wednesday, August 25

Labor Day

In-Service for Teaching Team
(VTAYEC Conference)

November Break

December Break

Martin Luther King Day

February Break

April Break

Memorial Day

Break before Summer Session

Observation of Independence Day

Break for 2027/2028 School Year

First Day 2027/2028 School Year

***Tentative*

PLANNED EVENTS

(This list is not all encompassing; other school-wide or classroom events will be communicated throughout the year)

****Saturday, May 29, 2027 - Memorial Day Parade**

****Wednesday, June 16, 2027 - Class of 2027 Graduation - Discoverer's 4/5 Classroom**

****Tuesday, August 24, 2027 - 2027/2028 School Year Open House**

****Tentative**

2026-2027 EJPB Preschool Calendar

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
19 - 25	Break for 2026/2027
25	Open House
26	First Day of School

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
7	Labor Day
15	Bill Sent
22	Bill Due

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
15	Bill Sent
22	Bill Due
22 & 23	In-Service

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
15	Bill Sent
22	Bill Due
23 - 27	November Break

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
15	Bill Sent
22	Bill Due
24 - 31	December Break

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
1	December Break
15	Bill Sent
18	Martin Luther King Jr. Day
22	Bill Due

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
15	Bill Sent
22	Bill Due
22 - 26	February Break

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March	
15	Bill Sent
22	Bill Due

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
15	Bill Sent
22	Bill Due
19 - 23	April Break

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
15	Bill Sent
22	Bill Due
29	Memorial Day Parade
31	Memorial Day

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June	
15	Bill Sent
16	4/5 Graduation
17 & 18	Break for Summer
22	Bill Due

July 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
5	Observation Ind. Day
15	Bill Sent
22	Bill Due

August 2027						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
15	*tentative* Bill Sent
18 - 24	Break for 2027/2028
22	Bill Due
24	Open House
25	First Day of School

Calendar Key	
First/Last Day	
Closures	
Events	
Bill Sent	
Bill Due	

Tuition & Payment

TUITION FEES

FEE POLICY – August, 2026 - August, 2027

EJRP Preschool 2026-2027 Fees				
Age/Classrooms	Resident Weekly Rate	Non-Resident Weekly Rate	Weekly Act 166 Amount	Hours
2/3 Year Old Adventurers	\$404	\$433		8:00-4:00
* 3/4 Year Old Explorers	\$349 (minus Act 166 during school year)	\$374 (minus Act 166 during school year)	\$117.31	7:30-5:00
* 4/5 Year Old Discoverers				
*Students in these classrooms who turn 3 prior to September 1, 2026 qualify for the Act 166 benefit of \$4,106 for the school year.				

Registration Fees: There will be a \$500 non-refundable payment to confirm registration for **new families** (\$100 for a registration fee and \$400 that will be deducted from the yearly balance.

BILLING OPTIONS

Billing is completed on a monthly basis, September - August, for the full year. Act 166 will be applied September - June for qualified families. Families who receive subsidy will only be billed for their weekly Family Share amount.

You will receive an email notification on the 15th of every month with your invoice. You will have until the 22nd of each month to pay the invoice (via credit/debit card online, or via cash/check in our office at 75 Maple Street.) Any outstanding payments after the 22nd will be automatically processed using the card on file by EJRP staff.

Families are required to put a credit/debit card on file at the time of registration. Receipts will be sent via e-mail to the primary email address on your family's account. Payment methods can be updated at any time by accessing your EJRP account.

We realize that some families have unique arrangements between parents, guardians and/or other family members for payment of preschool. We are only able, however, to bill the primary

household. This individual will be responsible for all preschool payments and coordinating with others to make payments in a timely manner.

PROCESSING FEES

Processing fees are paid by the customer at time of purchase based on the payment method. The following are our current processing fees:

Online card: 2.90% plus \$0.30 per transaction

In-house card: 2.70% plus \$.05 per transaction

ACH (bank account): 0.08%

Cash & Check: 0.00%

LATE FEES

EJRP Preschool runs until 4:00pm (Adventurers) and 5:00 p.m (Explorers and Discovers). Staff are only paid until those closing times every evening. Caregivers whose children remain past closing time must pay overtime fees as follows:

1-5 minutes overtime - \$5.00 per child
Each additional minute after 5 - \$1.00 per child per minute

Your account will be billed and charged using the payment method on file after the first instance. Multiple/consistent late pick-ups may result in re-evaluation of your child's enrollment and may result in termination of services

CHILDCARE FINANCIAL ASSISTANCE PROGRAM (CCFAP)

Financial assistance is available to qualified families through Child Care Resource. Families are responsible for providing a certificate from Child Care Resource for the EJRP Preschool in order for financial aid to cover the program fees. If Childcare Resource determines that your family owes a weekly co-pay, you will be responsible for paying this amount. For more information on financial aid, please call 863-3367 or visit www.childcareresource.org.

We strongly encourage all families to apply for subsidy. The application is now online and streamlined. The current income guidelines are available here:

<https://dcf.vermont.gov/benefits/ccfap> .

Failure to keep tuition payments current may result in program termination until the fees are paid in full. Reinstatement may occur on a space-available basis when all fees have been paid. If you are one month or more behind in payments, an email will be sent home requesting a meeting and/or phone call to bring the account current.

ACT 166 Partnership

We are pleased to serve as partners in providing publicly funded preschool with various school districts. Families who wish to receive the ACT 166 benefit should contact their school district directly in order to apply for consideration. **Children MUST be 3 by September 1 to be eligible.** Applications are typically due in April. Once approved as Act 166 beneficiaries as ACT 166 beneficiaries, the money will be delivered by prorating each bill over the course of the school year. This proration will begin with the September bill and will be applied to each preschool bill through June. Please understand that by accepting these funds, your child is becoming a part of the corresponding school district and that your child's assessments and information will be shared with them to aid in a successful transition to kindergarten.

ACT 166 TUITION STATEMENT

The ACT 166 benefit for families for the 2026/2027 school year is \$4,106. This money is prorated and applicable during the school year only. Regular tuition rates are applied during the summer months. The Weekly Tuition Reduction for the 2026/2027 school year is -\$117.31/week and will be automatically applied to the bill for all families who have completed the application with their school district.

Body Basics

REST TIME

State regulations require a daily rest time. Typically, nap time lasts one to two hours, depending on the classroom and age. Children who do not sleep are provided with quiet, calming activities such as reading or coloring while others rest. This daily rest time helps children recharge and supports a successful afternoon of learning and play.

Each child is provided with their own resting space, such as a mat or cot, depending on age. All children are required to bring a rest mat/blanket, and a pillow and stuffed animal are optional as comfort.

MEALS & SNACKS

Families provide snacks and lunches. Please make snacks and lunches nutritious and enjoyable, and all food item packaging must note if there is a common allergen in them. All food should be cut into bite-size pieces that are easy to swallow. Please ensure that all lunch boxes, snack bags, and containers are labeled with your child's full first and last name. Lunches are kept in children's cubbies. The use of two ice packs to keep food cool is required, and we suggest the use of thermoses to keep food warm. If lunches need warming up, instructions must be included in the lunchbox. We will not warm up food eaten at snacktimes.

USDA MEAL GUIDELINES

EJRP Preschool's nutrition policy follows the USDA Meal Guidelines.

For more information, visit

<https://fns-prod.azureedge.us/sites/default/files/resource-files/tn-Srvng-SchlMealsPreK.pdf>

When packing snacks and lunches, please refer to these guidelines. We believe nutrition is extremely important for young children, and these guidelines will be adhered to in each classroom.

Resources will be given to families having difficulty providing nutritious foods for their children.

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Serving School Meals to Preschoolers

Preschool meals served through the U.S. Department of Agriculture's National School Lunch Program and School Breakfast Program (NSLP and SBP) are designed to meet the nutritional needs of young children. Children receive meals that follow the preschool meal pattern if they are a student in the preschool age/grade group. There are two age groups under the preschool meal pattern: children 1 through 2 years old (1–2 years), and children 3 through 5 years old (3–5 years). Types of milk and minimum serving sizes for some meal components are different for the two age groups. By following the preschool meal pattern, your school can help young children eat the types and amounts of foods that best support their growth and development.

Preschool Meal Pattern		
	Breakfast	Lunch
	1–2 years	3–5 years
 Milk	½ cup (4 fl oz)	¾ cup (6 fl oz)
 Fruits	¼ cup	½ cup
 Vegetables	¼ cup	½ cup Optional: A second, different vegetable may be served in place of fruit at lunch.
 Grains	½ oz eq	½ oz eq
 Meats/Meat Alternates	Optional: Meats/meat alternates may be served in place of the entire grains component up to three times per week at breakfast. Minimum serving size for both age groups is ½ oz eq.	1 oz eq

Serving sizes are minimums.
Operators may offer larger portions.
fluid ounces = fl oz; oz = ounces; oz eq = ounce equivalents

FNS-663 | June 2019, Slightly Revised September 2024
USDA is an equal opportunity provider, employer, and lender.
More training, menu planning, and nutrition education materials for Child Nutrition Programs can be found at TeamNutrition.USDA.gov



ALLERGY AWARENESS

All classrooms are allergy aware. Enrolled families must disclose all known allergy information by submitting state and company-required health/medical forms before children can enjoy their first official day at our program. All enrolled families are required to include allergen information on food packaging sent in from home.

SHARED SNACK OPPORTUNITIES

The EJRP Preschool limits indulgent treats such as cupcakes, cookies, or chips for classroom celebrations or whole-class snacks. All foods brought into the classroom must comply with USDA nutritional standards, and food may not be used as a reward or punishment. Classroom snacks and celebration items are expected to be low in fat, sugar, and sodium, with an emphasis on whole grains, fresh fruits and vegetables, and lean proteins. We strongly encourage non-food-based celebrations and provide teachers with alternative ideas for activities and rewards. Due to severe student allergies, families must consult with their child's teachers prior to bringing any outside food to ensure it is safe for all students.

There will be occasions where classroom teachers provide a food related experience in the classroom that coincides with a learning experience. Families will be let know ahead of time for these occasions.

DIAPERS & TOILETING

EJRP Preschool follows the Vermont Licensing guidelines and procedures for diapering and toileting. Our teaching team provides positive, safe, and patient guidance around sanitary toileting and ensures this learning is carried out with families' knowledge, consent, and support. Children are supported in developing toileting skills appropriate to their age, ability, and at their own pace.

In an effort to maximize your child's time for exploring, playing, and learning, we highly recommend that every effort to potty train be made prior to their entrance into our ages 3/4 preschool classroom. We find this natural transition into a big kid room is wonderful motivation for both children and families to work toward their toileting goals. Please communicate how we can support your family with this process in our classrooms.

Health & Safety

The safety and well-being of all children is our highest priority. EJRP Preschool staff are mandated reporters and are legally required to report any suspected cases of child abuse or neglect. Our teaching team is trained to recognize signs of concern in young children and is committed to advocating for their safety and well-being.

In the event of a widespread health concern, EJRP reserves the right to update or modify health policies and procedures as needed. Any changes will be communicated clearly and promptly to families.

HANDWASHING POLICY

The EJRP preschool follows the Licensing Regulations for Center Based ChildCare and Preschool Programs approach to handwashing.

- 1) Use running water that drains out, not stopped-up water.
- 2) Avoid common containers of water to reduce the spreading of germs.

- 3) Use liquid soap, not bar soap.
- 4) Use friction (rub hands together for at least 20 seconds).
- 5) Clean under the fingernails.

Proper handwashing is modeled for and taught to children throughout their enrollment. Hand washing is a frequent activity, happening as often as possible, especially (but not limited to) the following:

- 1) Entering a classroom for the first time.
- 2) Returning from playing/experiencing outdoors.
- 3) Completing a hands-on activity with art supplies, elements from nature, or other materials, which can leave traces of residue, particles, or markings on skin and nails.
- 4) Before and after eating or handling food.
- 5) Using the bathroom, including after diapering.
- 6) Sneezing, coughing, rubbing eyes, or touching one's face or someone else's bodily fluids or discharges.
- 7) After handling animals or their equipment.
- 8) Before and after water play.
- 9) After cleaning up or handling the garbage.

INFECTIOUS DISEASE CONTROL

The teaching team at the EJRP Preschool works diligently to ensure a healthy environment for its families. The spread of germs is the biggest threat to our healthy environment. Our program encourages regular hand washing throughout the day and disinfects toys and materials frequently. This means that maintaining a healthy environment sometimes entails the exclusion of sick children. The teaching team at EJRP will work with families to determine whether a child should stay home from the program. A local pediatrician may also be consulted. Ultimately, it is the opinion of the staff that will be the deciding factor as it is our goal to ensure a successful day for all children. Families are expected to respect these decisions and arrange a pick-up as quickly as possible.

Certain contagious illnesses may require a longer exclusion period. For example, children diagnosed with strep throat or pink eye must remain out of the program for at least 24 hours after starting prescribed antibiotics and until they are no longer considered contagious. A healthcare provider's note or consultation may be required in some cases.

Head lice, one of the most common communicable conditions among children, is carefully managed to reduce spread within the program. If lice or nits are identified, the child will be sent home and may return only after being treated and cleared by staff as lice- and nit-free. Any personal items such as clothing or bedding used at the program must be removed and washed before returning.

SICK POLICY

Any child who experiences a fever, vomiting, or diarrhea will need to remain home for at least 24 hours and until symptoms have fully resolved. If a child develops a fever of 100°F or higher, or shows signs of illness during the program day, a parent or guardian will be contacted and expected to arrange prompt pick-up. Children must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.

MEDICATION ADMINISTRATION

Any prescription medication administered during program hours must be accompanied by a completed and signed Medication Release form. Medications must be provided in their original container with clear instructions and will be stored securely by staff. A written log will be maintained for all administered medications. Over-the-counter or non-prescription medications will not be administered during program hours.

There is at least one teacher in each classroom who is trained in Medication Administration.

PHYSICALS AND IMMUNIZATION RECORDS

All children enrolled in our program are required to have a current physical examination and up-to-date immunizations, including HIB and lead screening, unless a waiver is granted in accordance with program policy and applicable state and local regulations. This information must be documented on the official Health Form and signed and dated by a licensed physician. Health Forms are required to be updated annually for all enrolled children.

INJURY PREVENTION

Our EJRP Preschool team is responsible for daily safety inspections of their assigned areas and equipment. Defective equipment will be reported and removed or repaired as soon as possible. Playground safety is a major concern. As such, we remind families of the potential strangulation hazards of drawstrings on clothing and ask that you remove all drawstrings from all clothes worn at the program. Sneakers are suggested as an appropriate footwear for active activities, outdoor playing, climbing, running, jumping, and more.

If your child experiences a minor injury, you will receive an Injury Report within 24 hours detailing the incident and any actions taken by staff, or sooner if required by state or local regulations. You will be contacted immediately if the injury involves the head, results in swelling, or requires medical attention. In the event of a serious medical emergency, emergency services will be contacted, and your child will be transported to the hospital by ambulance, accompanied by a staff member. The child's primary emergency contact will be notified as soon as possible.

INDIVIDUAL HEALTH PLANS

An Individual Health Care Plan (IHCP) is required for any child with a chronic medical condition diagnosed by a licensed healthcare provider. The plan must clearly outline the condition, associated symptoms, and any necessary medical treatments, as well as potential side effects that may occur while the child is in care and the possible health risks if treatment is not

provided. All staff working with the child will have access to the IHCP and will review it to ensure they understand the child's needs and required support. IHCPs must be reviewed and updated annually by the child's physician or primary healthcare provider.

Emergency Response Plans

NATURAL DISASTERS

In the event of a snowstorm, tornado, earthquake, hurricane, flood, or any other emergency that impacts the center's ability to maintain safe power, heat, or water supply, families will be promptly notified of closures and any necessary follow-up plans.

LOCKDOWN PROCEDURE

In the event of a lockdown, children will be guided to the nearest secure room under the supervision of an adult. Teachers will complete a quick visual check of hallways, close and lock all doors, and turn off lights. Curtains and blinds on doors and windows will be closed. Children and teachers will remain out of sight of doors/windows and maintain quiet. Head teachers will secure exterior doors to place the building in full lockdown. Any children outside will be immediately and safely brought inside by supervising adults. Communication devices will be used only for in-room emergencies. Doors are to remain closed and locked, and fire alarms should not be responded to unless directed by the Preschool Director or emergency personnel.

INTRUDER PROTECTION

The Preschool Director and teachers conduct daily perimeter, playground, and facility safety checks to help deter and prevent unauthorized access during and after operating hours. In addition to routine inspections of locks, latches, gates, and doors, all entrances remain locked throughout the day. Visitors should only come through the main entrance of the building with use of their keycard. If an individual does not have their keycard, a teacher will ask for proof of identification before allowing the individual to enter the building.

We ask that families please:

- Do not hold the door open for individuals you do not recognize
- Do not use your keycard to allow entry to others
- Do not prop doors open when entering or exiting the building
- Notify the Preschool Director or a teacher if you see an unfamiliar individual at the entrance

Unauthorized sharing of keycards without notification to the Preschool Director may result in immediate dismissal from the program due to the risk posed to children and staff.

Any behavior that is perceived as threatening or that compromises the safety and security of our centers will be taken seriously and may result in disciplinary action, up to and including legal action when appropriate.

EVACUATION/RELOCATION PROCEDURE

In the event of a real emergency requiring evacuation, children and staff will relocate off-site to Brownell Library (6 Lincoln Street, Essex Junction) until families are able to arrange pick-up.

During an evacuation, children will line up at the nearest designated exit and leave the building in an orderly manner under adult supervision, with one teacher leading the line and one following at the end. The Head Teacher will bring the attendance sheet and meet the group at the designated safe location, where attendance will be taken once all children are accounted for. Children will remain calm and quiet during the process to ensure safety and accuracy.

Evacuation drills are practiced monthly, and all drill outcomes are documented.

The EJRP Preschool will practice a fire drill once a month to ensure that children know what to do in the event of a real emergency. The results of this monthly drill will be logged and posted in each classroom.

MISSING CHILD PROCEDURE

Staff verbally state each child's name while visually confirming their presence every time children enter or exit a classroom, building, or activity area (such as transitioning outdoors or participating in approved field trips). Children are encouraged to respond when able, adding an additional layer of confirmation to this process. Each classroom may vary in their method of this visual and/or verbal confirmation.

If a child cannot be immediately located, staff will conduct a thorough search of all indoor and outdoor areas where a child could reasonably be present, including surrounding areas during off-site activities. If a child is determined to be missing, the following steps will be taken immediately:

- Call 911
- Notify local police and security, if applicable
- Notify the Preschool Director and the Recreation Director
- The Preschool Director will notify the child's parent or legal guardian

When law enforcement arrives, the Preschool Director will serve as the primary point of contact and will remain with officers to provide full cooperation and any necessary information, including direct contact details for ongoing communication. Additional administrative support will assist as needed throughout the process.

In the rare event that a child is not accounted for and the situation is not immediately identified by staff, a full internal review will be initiated.

WEAPONS AND THREATS

The possession of weapons of any kind or threats made to other children, teachers, or school property will not be tolerated.

Family Engagement

DAILY COMMUNICATION

Digital and in-person communication is provided to enrolled families on a daily basis. Adventurer families will receive individualized daily updates through the Brightwheel app, including information on feedings, diaper changes, naps, play, and developmental progress. Explorer and Discoverer families also receive regular updates through Brightwheel, with a stronger focus on classroom learning, curriculum experiences, and developmental milestones.

BRIGHTWHEEL APP/SMORE'S NEWSLETTER

All three classrooms use an app called Brightwheel. When your child(ren) begins in their first year at the EJRP Preschool, you will be sent a classroom invitation for your child's classroom. Once you have downloaded the app and accepted the classroom invitation, you can view daily updates on your child. In the Adventurer's classroom, Brightwheel will include, but not limited to, bathroom/diapering/food timestamps, classroom announcements, absences notifications, pictures, teacher to family messages, and more. In the Explorer's and Discoverer's classrooms, Brightwheel will include a focus to classroom announcements, absences notifications, pictures, and teacher to family messages.

The Discoverer's classroom will have a weekly newsletter from Smores Newsletter that will go out to families every Friday. This newsletter is to mimic communication systems used within the EWSD as children transition to Kindergarten. The platform allows our classroom to highlight the more robust curriculum that the oldest classroom follows throughout the school year.

Access our "EJRP Preschool - Friends and Families Contact List" to stay connected with one another outside of school!



PHOTOGRAPHY AND SOCIAL MEDIA POLICY

Essex Junction Recreation and Parks and the EJRP Preschool has the right to publish, reproduce and use for advertising or any other purpose, any photography, video image, audio recording or other likeness of children and families enrolled in the program.

INFORMATION BOARDS/BINDERS

Bulletin boards are located throughout the preschool building and classrooms to share updates on curriculum, news, upcoming events, health alerts, visitor information, and more. Please ask your classroom teachers if you need help locating these resources.

FAMILY INVOLVEMENT AND PARTICIPATION

Family involvement opportunities may arise throughout the year based on classroom interests, curriculum themes, and teacher planning. These opportunities can vary by classroom and may include invitations to share skills or experiences, participate in special projects, contribute to classroom events, or join celebrations and learning experiences. Each classroom team will communicate opportunities as they emerge, with the goal of fostering meaningful connections between home and school in ways that support children's curiosity and engagement.

CLASSROOM VISITATION

The EJRP Preschool has an "open door" policy and encourages visits from early education professionals in the pursuit of offering the highest quality care possible. Visitors in our classrooms may include, but are not limited to, paraprofessionals, school administrators, Early Learning Partners, licensing specialists, pediatricians, child psychologists, speech therapists, etc.

FIELD TRIPS

The program will regularly participate in impromptu walking field trips throughout the local community. Children should be prepared to walk and be in the outdoor elements each day. Off-site field trips that involve transportation will be communicated with parents in advance. Our field trips may rely on parent chaperones to transport children to and from specific locations in their private vehicles. In conjunction with this, we may also use the EJRP bus to transport children. Only staff members who have an active Commercial Drivers License (CDL) will drive the EJRP bus. Permission slips and field trip information will be given out in advance prior to any off-site trips. All children will participate in field trips. If you do not want your child to attend a field trip, or be away from the site, please make alternative arrangements for that day.

SPECIAL EVENTS

Guest educators and presenters may be invited to lead special on-site events during program hours, such as specific additional education presentations, musical performances, or animal exhibits. Families will be notified in advance of any scheduled events and provided with any required permission forms, releases, or fee information.

BABYSITTING POLICY

Families may occasionally approach staff members regarding babysitting opportunities outside of program hours. Please note that our program assumes no responsibility or liability for the care of enrolled children outside of regular operating hours or away from program property. While staff members are not prohibited from accepting babysitting opportunities with enrolled families, we encourage families to respect the personal and professional boundaries of our educators and recognize that their time away from work is important for rest and burnout prevention. Families who choose to privately employ staff members do so independently and agree not to interfere with the employee's scheduled work hours or employment responsibilities with our program.

Child's Personal Property

Children are welcome to bring personal belongings to support their comfort and participation in the program; however, all personal property should be clearly labeled with the child's name. The program is not responsible for lost, damaged, or misplaced items. Personal toys and items from home should generally remain at home unless specifically requested by the classroom teacher for a designated activity or special event. Comfort items may be allowed as part of rest time or transition support, in accordance with classroom guidelines.

Classroom Climate

At EJRP Preschool, we establish clear, developmentally appropriate routines and expectations that support children's understanding of their learning environment. Positive guidance strategies are taught, modeled, and practiced to help children develop self-control, independence, emotional regulation, confidence, resilience, and cooperation. These skills are reinforced through supportive relationships, consistent expectations, and positive feedback from educators. We believe strong, trusting relationships are the foundation of effective guidance, and we work in partnership with families to ensure consistent messaging and support for each child.

Children are given tools and language to help them navigate conflict and are supported by staff when peer challenges arise. They are encouraged to express their feelings, identify the problem, and work toward age-appropriate solutions. When needed, children are guided to a calm, supportive space where they can regain regulation and transition back into the group when ready. Educators and children may also collaborate to develop strategies for handling similar situations in the future, and families may be invited to contribute ideas and support consistency between home and school.

If a pattern of severe or unsafe behavior arises that impacts the safety of the child, other children, or staff, a meeting will be scheduled with the family to develop a supportive action plan. Outside resources or specialists may be recommended if additional support is needed. If, despite intervention and implementation of a plan, a child continues to present ongoing safety concerns, the program may determine that removal from the program is necessary.

Quality Audits & Accreditation

TEACHING TEAM QUALIFICATIONS

The EJRP Preschool is committed to employing highly qualified professionals with strong backgrounds in early childhood education. Each full-time member of our teaching team brings substantial experience in the field and participates in ongoing professional development through college coursework, CDA training, licensure requirements, and attendance at state and national early childhood education conferences.

As a licensed, STARS-accredited program and a proud Universal Pre-K and ACT 166 partner, EJRP Preschool maintains the highest standards for quality early learning. To ensure the safety and well-being of all children, staff remain current in First Aid and CPR certification as well as Basic Specialized Care training.

The EJRP Preschool teaching team is supervised by Preschool Director, Kristin Cobleigh. For questions or concerns, she may be contacted at kcobleigh@ejrp.org

STARS ACCREDITATION

STARS (STep Ahead Recognition System) is Vermont's Quality Recognition and Improvement System for child care, preschool, and afterschool programs. Participation in STARS demonstrates a program's commitment to going beyond state licensing requirements by meeting higher standards for quality, professional practices, family engagement, and continuous improvement. Programs are recognized through a multi-level system that supports high-quality learning environments and positive outcomes for children and families.

The EJRP Preschool is ranked as a 5-Star program.

<https://dcf.vermont.gov/cdd/providers/care/STARS>

NAEYC ACCREDITATION

The National Association for the Education of Young Children (NAEYC) is a national organization that promotes high-quality early childhood education programs. NAEYC accreditation recognizes programs that meet rigorous standards for health and safety, curriculum, teacher qualifications, family engagement, and developmentally appropriate practices. Accredited programs participate in an ongoing process of self-assessment and continuous improvement to provide nurturing, high-quality learning experiences for young children and families.

<https://www.naeyc.org/accreditation>

UNIVERSAL PRESCHOOL: ACT 166

Vermont's Universal Prekindergarten Law (Act 166) provides publicly funded preschool education for eligible children ages 3–5 who are not yet enrolled in kindergarten. The program offers up to 10 hours per week for 35 weeks annually in approved public and private prekindergarten programs. To participate, programs must meet Vermont licensing, quality, and early education standards established by the Vermont Agency of Education and the Department for Children and Families. Act 166 supports high-quality early learning experiences that promote school readiness, social-emotional development, and lifelong learning.

<https://education.vermont.gov/student-support/early-education/universal-prekindergarten-act-166>

TEACHING STRATEGIES GOLD

Teaching Strategies is a research-based early childhood curriculum and assessment system designed to support children's learning and development through hands-on, play-based experiences. The curriculum promotes growth across all developmental areas, including social-emotional, physical, language, and cognitive development, while supporting individualized instruction and school readiness. Teaching Strategies also emphasizes strong family partnerships, ongoing assessment, and developmentally appropriate practices to create engaging and meaningful learning experiences for young children.

The EJRP Preschool records four checkpoints throughout the year (one per season). There will be a scheduled family conference after the first and third checkpoint.

<https://www.teachingstrategies.com>

Licensing Authority

LICENSING REGULATIONS FOR CENTER BASED CHILD CARE AND PRESCHOOL PROGRAMS

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-CenterBased-Regs.pdf>

Special Circumstances

DISCIPLINING YOUR OWN CHILD

Verbal and physical abuse is not tolerated at our preschool or in our parks and facilities by anyone, including the discipline of your own child. Our staff will take appropriate actions to ensure the safety and security of all children on our premises.

Reporting Abuse and Neglect

All staff employed in licensed child care settings are mandated reporters under state law. While specific requirements vary by state, mandated reporting laws generally require staff, in their professional capacity, to report any suspected or observed child abuse or neglect involving individuals under the age of 18. EJRP Preschool and its employees comply fully with all applicable local and state mandated reporting laws and regulations.

As mandated reporters, staff are required to report any reasonable suspicion of abuse or neglect to the Vermont Department for Children and Families (DCF), in accordance with state law. Concerns must also be shared with the Executive Director or appropriate supervisor as part of the internal reporting process, in addition to filing the required report with the state. Staff and leadership are not responsible for investigating or determining the validity of any concern. Their role is to document and report observed or disclosed concerns to the appropriate state agency and to provide relevant information as required. All staff receive training to promptly recognize and report any concerns as soon as they arise.

The EJRP Preschool will fully cooperate with all investigations conducted by DCF or other authorized agencies and will maintain confidentiality to the extent permitted by law. Our primary responsibility is always the safety, protection, and well-being of the children in our care.

Court Orders and Custody

The EJRP Preschool is required to follow all applicable legal custody arrangements and court orders. We cannot restrict a legal guardian's access to their enrolled child unless official court documentation has been provided to the Executive Director or appropriate supervisor. For this reason, families involved in custody proceedings or subject to restraining orders affecting a child's care must submit all relevant legal documents as soon as they are available.

When custody or safety restrictions are in place, families may be asked to provide identifying information, such as photographs of individuals who are not authorized for pick-up or drop-off, to help staff ensure that children are only released to approved caregivers.

If the program receives a court order or subpoena for records, leadership will comply with all legal requirements and, when permitted, notify the affected family. In cases where a court has issued a legally binding custody decision, EJRP Preschool will fully honor and enforce those terms. Requests that are not supported by legal documentation cannot be enforced by the program, and families will be asked to provide appropriate court-issued paperwork in order for any restrictions to be implemented.

Records and Data

The information contained in your child's file is considered confidential, and it is protected in accordance with applicable laws and regulations. Access to these records is limited to authorized staff, such as the Preschool Director, classroom teachers, and relevant state agencies, as required. In certain legal circumstances, the program may also be required to release records in compliance with a court order or other legal directive.

The Preschool Director is responsible for ensuring full compliance with all federal and state record-keeping requirements. Legal guardians or primary caregivers generally have the right to review their child's records unless restricted by a valid legal order. Families also have the right to contribute additional information, comments, or documentation to their child's file at any time.

Concerns and Feedback

Families are encouraged to share questions, concerns, and feedback, regarding program services, care, or operations with the Preschool Director. If concerns remain unresolved after these conversations, families may request to connect with the Preschool Director's supervisor. Contact information is available in the Contract Directory at the end of this document.

Family feedback may be shared through in-person conversations or through written communication, either digital or printed and signed and dated.

To help ensure timely follow-up and review, families are encouraged to submit written concerns within two weeks of the incident or situation in question. While every effort is made to address concerns promptly, some matters may require additional review or investigation, and resolution timelines may vary depending on the complexity of the issue.

Contact Directory

EJRP Preschool

Park Street School, 21 Park Street, Essex Junction, VT 05452
802-338-7193 (**Enrolled Family Use**)

Essex Junction Recreation and Parks Department

Maple Street Park, 75 Maple Street, Essex Junction, VT 05452
802-878-1375

Preschool Inquiries/Registration:

Kristin Cobleigh, EJRP Preschool Director, kcobleigh@ejrp.org

Billing Inquiries:

Alyssa Callan, Business Services Administrator, acallan@ejrp.org

Essex Junction Recreation and Parks (EJRP) Director:

Mark Brislin, mbrislin@ejrp.org