



# EJRP Preschool

## 2023/2024 FAMILY RESOURCE GUIDE

### Our Vision:

It takes a Village.  
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.

Dear Families,

Thank you for choosing Essex Junction Recreation and Parks (EJRP) Preschool as your family's preschool program. We are a fully licensed, 5 STAR accredited preschool program for children ages 3-5. We are Universal Pre-K and ACT 166 partners as well. Our program is located at 21 Park Street at the lovely and centrally located Park Street School in Essex Junction...one of the oldest original schoolhouses in Chittenden County!

We are truly honored to care for your children and will do everything possible to create safe, inclusive, and wonderful learning spaces for everyone, children and adults alike. As you read through this resource guide, you should find that it provides most of the necessary information you need to get started. Please let us know, however, if you have any questions. We are in this together...it truly does take a village to grow good humans!

-The EJRP Preschool Teaching Team

## ENROLLMENT PROCEDURES

**All Preschool inquiries and registrations must be made in person only.** Please schedule a meeting with Christina McLaughlin, the Preschool Director, to inquire about preschool enrollment, current openings, and waitlist options. This inquiry can be made at [cmclaughlin@ejrp.org](mailto:cmclaughlin@ejrp.org). Once accepted into the program, please return a completed on-line registration form, along with your child's updated immunizations/annual physical forms and the \$50 registration fee. Over the phone, fax, online, and/or drop box registrations will not be accepted. EJRP accounts must be in good standing in order to be eligible.

Before your child attends their first day of preschool, we must have:

- \*Completed registration form
- \*Child's updated immunization records
- \*Child's updated annual physical form
- \*Registration fee

### Entrance Age:

Consistent with the Essex Westford School District, we have established the following age requirements for admission in the EJRP Preschool Program:

- 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

**Toileting:**

In an effort to maximize your child's time for exploring, playing, and learning here at EJRP Preschool, we highly recommend that every effort to potty train be made prior to their entrance in our program. We find this natural transition into a new preschool is wonderful motivation for both kiddos and families to work toward their toileting goals.

**City of Essex Junction Residents & Non-Residents:**

Given that 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, residents of the City of Essex Junction enjoy priority access to the Preschool Program. EJRP will maintain a separate list of residents and non-residents interested in enrolling in the program. During March, enrollment spots will be offered to resident families for the upcoming school year.

Beginning on April 1, any spots that are still open will be made available to people on the non-resident list.

**Full-Time Priority:**

In order to minimize transitions for children and provide consistent learning opportunities, we seek to enroll families interested in participating in the program Monday through Friday. We occasionally permit part-time enrollment (Tuesday/Thursday or Monday/Wednesday/Friday), provided we are able to pair up families to maintain a regular daily class size.

**Notice of Non-Discrimination:** In accordance with the applicable State and Federal laws and regulations, the EJRP Preschool Program does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or a qualified individual with a disability in admission or access to, or treatment of employment in its programs or activities.

The individual cited below has been designated to coordinate the program's efforts to implement these State and Federal laws. You may contact this person for further information about these laws and regulations and our grievance procedure for the resolution of discrimination complaints.

**Brad Luck**  
**802-878-1376**  
**bluck@ejrp.org**  
**75 Maple Street**  
**Essex Junction, Vermont 05452**

## **PROGRAM DESCRIPTION**

The EJRP Preschool is a fully licensed, 5 STAR accredited preschool program that was established to meet the growing need for quality Pre-K education. With the use of outdoor facilities/fenced-in playground space and creative classroom environments, children explore, learn to work independently and in large groups, and to communicate/work/play effectively with one another. While providing a full day program with a planned curriculum, we understand that each child is unique and learns best within a specific style and at a certain pace. Our preschool program focuses on this uniqueness and provides children with the necessary tools and strategies to meet their needs and to reach their full, glorious potential.

## **VISION STATEMENT**

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## **MISSION STATEMENT**

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.

## **PROGRAM PHILOSOPHY**

Here at the EJRP Preschool, we believe that every child is innately kind, curious, and capable of wondrous things. We foster this belief with safe, enthusiastic, and creative learning spaces. These environments ensure that children feel comfortable being their authentic selves and take the necessary risks to challenge their minds and reach their full potential. This is realized through positive interactions between teachers and children, children and their peers, and between EJRP staff and the families it serves. We follow a Responsive Classroom model where class discussions, role playing, problem solving, and flexible thinking are valued and encouraged.

Through class meetings, predictable routines, positive self-talk, mindfulness, real-time problem solving, literacy-rich activities, and time to explore their natural environment, children learn how to be safe, respectful, kind, and flexible...the foundation in which our classroom community is built upon.

Children learn best by doing. In this program, children explore and use various manipulatives, open-ended materials and engage in a variety of hands-on activities. These materials and activities engage children, pique their curiosity, and encourage self-guided exploration and

discovery.

The hearts and minds of our teaching team are focused on a philosophy that promotes the growth of creative, capable, resilient, and kind children. We value critical thinking, self-reflection, intense discussion, connection, and collaboration. Together we are invincible.

## **PROGRAM GOALS**

- Provide a warm, safe, and nurturing environment for children that meets their physical, social, and cognitive needs.
- Create an environment where children, teachers, and parents are respectful to each other.
- Foster positive learning experiences where the process is more important than the product.
- Encourage and support social interactions throughout the EJRP Family.
- Provide opportunities for the development of receptive and expressive language.
- Encourage the expression of emotions for positive interactions and resolutions.
- Provide opportunities for learning through play and free exploration.
- Allow children opportunities to explore their environment freely, encouraging them to be observers, experimenters, and hypothesizers.
- Foster the understanding of the relationship between spoken and written language.
- Encourage gross motor development through a variety of indoor and outdoor activities.
- Offer art enrichment opportunities with an emphasis on creativity.
- Offer opportunities for fine motor development.
- Foster a sense of independence with an emphasis on self-help skills.
- Offer opportunities for team building.
- Encourage appropriate social behavior.
- Foster respect for our environment and materials.
- Create a strong bond between home and school, recognizing the individual needs of each family.
- Recognize and celebrate the unique learning style of each child.
- Expose children to non-gender bias roles.
- Expose children to diverse cultures.
- Promote healthy living.
- EXPLORE, LAUGH, AND LEARN!!!!!! 😊

## **HOURS OF OPERATION**

Our program is open year-round, Monday through Friday, from **7:30am to 5pm**, excluding specific holidays and dates mentioned below.

Parents are expected to pick up or arrange pick-up for their child by 5pm.

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 and plan your pick-ups accordingly.

### **2023/2024 HOLIDAYS AND CLOSINGS**

September 4	Labor Day
October 9	Indigenous Peoples Day
November 6 & 7	Annual VtAEYC Conference
November 22-24	Thanksgiving Break
*December 25-29	Holiday Break
January 1	New Years Day
January 15	Martin Luther King Day
March 4 & 5	In-Service Days
*April 22-26	April Break
May 27	Memorial Day
*June 17-21	Break before summer session
July 4 & 5	Observation of Independence Day
*August 21-27	Break before 2024/2025 school year

\*EJRP Preschool is closed and does not charge for these days.

### **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**

It is our policy that if the Essex Westford School District (Summit Street, Fleming, Hiawatha, ADL, Essex High School) is closed, we are as well. Tune into local news and radio stations for up-to-date closings. The Preschool Director will also send out an email to families confirming closure no later than 7am.

In the event that a storm intensifies as the day progresses and we need to close mid-afternoon, 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.

**FEE POLICY – August, 2023 – August, 2024**

<b>EJRP Preschool 2023-2024 Fees- Discoverers</b>								
<b>Schedule</b>	<b>Weekly</b>			<b>Daily</b>				
	<b>Rate</b>	<b>Private Pay Residency Discount</b>	<b>Rate After Private Pay Residency Discount</b>	<b>Rate</b>	<b>Private Pay Residency Discount</b>	<b>Rate After Private Pay Residency Discount/N on-School Year Rate for Act 166 Families</b>	<b>Act 166 (\$3764) Fee Reduction (School Year Only)</b>	<b>School Year Rate After Private Pay Residency Discount and Act 166 Applied</b>
Resident M-F	\$325.00	\$39.00	\$286.00	\$65.00	\$7.80	\$57.20	\$19.01	\$38.19
Resident MWF	\$325.00	\$142.00	\$183.00	\$108.33	\$47.33	\$61.00	\$31.63	\$29.37
Resident TTH	\$178.00	\$47.00	\$131.00	\$89.00	\$23.50	\$65.50	\$47.65	\$17.85
Non-Res M-F	\$325.00	\$18.00	\$307.00	\$65.00	\$3.60	\$61.40	\$19.01	\$42.39
Non-Res MWF	\$325.00	\$130.00	\$195.00	\$108.33	\$43.33	\$65.00	\$31.63	\$33.37
Non-Res TTH	\$178.00	\$30.00	\$148.00	\$89.00	\$15.00	\$74.00	\$47.65	\$26.35

**EJRP Preschool 2023-2024 Fees- Explorers**

Schedule	Weekly			Daily				
	Rate	Private Pay Residency Discount	Rate After Private Pay Residency Discount	Rate	Private Pay Residency Discount	Rate After Private Pay Residency Discount/N on-School Year Rate for Act 166 Families	Act 166 (\$3764) Fee Reduction (School Year Only)	School Year Rate After Private Pay Residency Discount and Act 166 Applied
Resident M-F	\$325.00	\$26.00	\$299.00	\$65.00	\$5.20	\$59.80	\$19.01	\$40.79
Resident MWF	\$325.00	\$134.00	\$191.00	\$108.33	\$44.67	\$63.67	\$31.63	\$32.04
Resident TTH	\$178.00	\$40.00	\$138.00	\$89.00	\$20.00	\$69.00	\$47.65	\$21.35
Non-Res M-F	\$325.00	\$4.00	\$321.00	\$65.00	\$0.80	\$64.20	\$19.01	\$45.19
Non-Res MWF	\$325.00	\$120.00	\$205.00	\$108.33	\$40.00	\$68.33	\$31.63	\$36.70
Non-Res TTH	\$178.00	\$23.00	\$155.00	\$89.00	\$11.50	\$77.50	\$47.65	\$29.85

Resident = lives in the City of Essex Junction

Non-Res(ident) = does not live in the City of Essex Junction

1. There is a \$50 per child, non-refundable, registration fee required at time of registration for all families that do not qualify for Child Care Financial Assistance.
2. Please be advised that if a household member is enrolled in another recreation program and that program is canceled, the credit will be applied to your childcare balance. We will send bills via email and families can opt to be enrolled in autopay. Most payments and inquiries can easily be made electronically. If, however, you have any billing questions, please reach out to Alyssa Callan at [acallan@ejrp.org](mailto:acallan@ejrp.org) or 802-404-6604. You can also call our Recreation Office at 802-878-1375.
3. 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 two weeks behind in payments, a letter will be sent home requesting a meeting and/or phone call take place to rectify the problem. If payment is



still not received, a second letter will be sent home explaining the possible termination of enrollment in the program.

4. Non-sufficient fund checks are held until cash or a money order is received by the program to cover the amount of the check. **Parents will pay a \$10.00 charge for the processing procedure.**
5. Financial assistance is available to qualified families through Child Care Resource. Parents are responsible for furnishing a certificate from Child Care Resource for the EJRP Preschool in order for financial aid to cover the program fees. If there is a remaining balance after the financial aid portion, you will be responsible for paying this amount. For more information on financial aid, please call 863-3367.

### **PRESCHOOL BILLING CYCLE**

We have the option to auto-debit your credit or debit card each month for payments. If you are interested in utilizing this option, please provide your card information (number, expiration date, and CVC/CVV Code), and check off this option under the AUTO DEBIT APPROVAL portion of your bill. If you have already provided your card information for a previous billing cycle year, you will need to confirm this auto-payment option with EJRP. You can set this up at the start of the year or initiate it at any other time of the year that you would like to begin using this option. Enrollment in auto debit does not carry over from year to year.

If you would like to pay a bill with your credit or debit card, but NOT enroll in the auto debit option, simply do not check the box on your bill.

#### **PLEASE NOTE:**

If you select to have your credit or debit card auto-debited each month, the card will be charged on the BILLING DATE, which is around the 5th of each month. We bill one month in advance. The due date is exactly two weeks from the billing date.

<b>2023-2024 EJRP Billing Schedule</b>		
<b>Bill Date</b>	<b>Due Date</b>	<b>Month Covered</b>
August 8, 2023	August 22, 2023	August/September
September 5, 2023	September 19, 2023	October
October 3, 2023	October 17, 2023	November
November 7, 2023	November 21, 2023	December

December 5, 2023	December 19,2023	January
January 2, 2024	January 16, 2024	February
February 6, 2024	February 20, 2024	March
March 5, 2024	March 19, 2024	April
April 2, 2024	April 16, 2024	May
May 7, 2024	May 21, 2024	June
June 4, 2024	June 18, 2024	July
July 2, 2024	July 16, 2024	August

**ACT 166 PARTNERSHIPS**

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. Applications are typically due in April. For families who are accepted 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 day through mid-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 2023/2024 school year is \$3,764. This money is prorated and applicable during the school year only (August 30-June 14). Regular tuition rates are applied during the summer months. The Weekly Tuition Reduction for the 2023/2024 school year is -\$95/week.

**HEALTH, MEDICATIONS, AND SAFETY**

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 to arrange a pick-up as quickly as possible.

Any child who has a fever, an incident of vomiting or diarrhea, will be excluded from the program for at least 24 hours and until symptoms subside. If a child develops a fever of 100 degrees or more, and/or shows signs of illness during the day, a parent/guardian will be called and expected to arrange pick-up. Children must be fever-free, without the use of fever reducing medication, for 24 hours before they may return to school.

Certain contagious diseases will necessitate your child's exclusion from care for an extended amount of time. Children with confirmed cases of strep throat and/or pink eye will be excluded from the program for at least 24 hours, until the recommended doses of prescribed antibiotics are given and the child is no longer contagious. A consultation or doctor's note from your child's pediatrician may be required.

Any prescription medication that is to be administered to a child must be accompanied by a Medication Release form filled out and signed by a parent/guardian. All prescription medicine must be in the original container with complete identification and instructions. Teachers will keep medications in a safe place, away from children, and will keep a written log of medications that are administered. Non-prescription and over-the-counter medication will NOT be given to children during program hours.

Apart from the common cold, head lice affects more school age children than any other communicable diseases. The EJRP Preschool recognizes the disruption that takes place when an outbreak occurs. The goal of this policy, however, is to help prevent the spread of head lice. Children found to have head lice (adults) or nits (eggs) will be sent home. Any child sent home will not be allowed to re-enter the program until a staff member has determined that the child is lice/nit free. All clothing and bedding left at the program must be removed and washed.

Our number one priority is the emotional and physical safety of the children in our care. EJRP Preschool staff is required, by law, to report suspected cases of child neglect or abuse. Our teaching team is well trained in Basic Specialized Care and knows the signs of neglect and abuse in young children. We are fierce advocates for the children in our care and will act accordingly on their behalf.

It is our duty to make sure that your child's safety and well-being are our priority, and this includes when they are leaving. If we are uncomfortable with a situation, we may involve law enforcement to ensure the child's safe passage.

In the event of a widespread health issue, EJRP reserves the right to amend these health statements, protocols and procedures. All changes will be clearly outlined and communicated to families in a timely manner.

## NUTRITION POLICY/USDA MEAL GUIDELINES

EJRP Preschool’s nutrition policy follows the USDA Meal Guidelines outlined below. When packing snacks and lunches, please refer to these guidelines. We believe nutrition is extremely important for young children and will adhere to these as well. Resources will be given to families having difficulty providing nutritious foods for their children. **\*\*In conjunction with these guidelines, we ask that “special treats” for birthdays, holidays and/or other special occasions remain non-food related (i.e. bringing in a special book to share with the class, making a birthday crown, singing a special song/playing a new game, etc.). We are happy to brainstorm some creative food alternatives with families...just ask!**

**USDA Meal Guidelines**  
 Required for scoring *Environment Rating Scales* as of October 1, 2017  
 From Child and Adult Meal Patterns (<https://www.fns.usda.gov>)

**Breakfast**

	1-2 years	3-5 years	6-12 years
Milk	½ cup	¾ cup	1 cup
Vegetables, fruit or both	¼ cup	½ cup	¾ cup
Grains*	½ oz eq	½ oz eq	1 oz eq

\*Meat and meat alternatives may be used to substitute the entire grains component a maximum of 3 times a week. Oz eq= ounce equivalent

**Lunch or Supper**

	1-2 years	3-5 years	6-12 years
Milk	½ cup	¾ cup	1 cup
Meat or meat alternatives	1oz	1 oz	2 oz
Vegetables	½ cup	½ cup	¾ cup
Fruit	½ cup	½ cup	¾ cup
Grains	½ oz eq	½ oz eq	1 oz eq

Oz eq= ounce equivalent

**Snack (Select 2 of the 5 components)**

	1-2 years	3-5 years	6-12 years
Milk	½ cup	¾ cup	1 cup
Meat or meat alternatives	½ oz	½ oz	1 oz
Vegetables	½ cup	½ cup	¾ cup
Fruit	½ cup	½ cup	¾ cup
Grains*	½ oz eq	½ oz eq	1 oz eq

Oz eq= ounce equivalent

## FAMILY/PROGRAM RELATIONSHIPS

At EJRP Preschool we value families and the role that they play both inside our classrooms and beyond the walls of our program. We are dedicated to working alongside parents and families to ensure the growth and success of each child in our program. We vow to consistently keep you informed about your child’s progress, to problem solve and work through challenges in a positive and effective manner, to share resources and to connect you with other families, and to actively listen to your family’s wants/needs/wishes and to support these the best we can. It is a privilege to work with your family and we are grateful that you are here with us.

EJRP Preschool believes that children benefit from their families' involvement in the program. The channels of communication between home and school should be open and clear. As well as joining in on fun and exciting experiences here, we ask that parents openly communicate with us and occasionally join us to problem solve when challenges arise.

Daily communication with teachers (through notes, newsletters, phone calls, meetings and classroom blogs) will help build a healthy relationship that best serves your child in this program. Twice a year (January and May), formal parent/teacher conferences are held to discuss children's progress in the program. Please do not hesitate to wait for these opportunities to request a conversation about your child's development. We are ultimately here for you and your family and welcome the chance to sit down and chat.

Parent involvement will serve to strengthen our program. We invite every parent to find meaningful opportunities to participate, whether it be chaperoning a field trip, coming in to share a family tradition or simply joining us for lunch.

Your participation as a partner in your child's learning will be a positive experience for us all. A strong partnership between the EJRP Preschool and families is of primary importance to the healthy development of the children in our program.

#### **WAYS TO STAY CONNECTED**

##### **Check out our daily blogs!**

Explorers Classroom – [ejrpexplorers.blogspot.com](http://ejrpexplorers.blogspot.com)

Discoverers Classroom – [ejrpdiscoverers.blogspot.com](http://ejrpdiscoverers.blogspot.com)

**Share “Gifts of Gratitude” by accessing our Google Doc!**

**Join our private Facebook group for current EJRP Preschool families!**

**Access our “Friends and Families List” to contact one another outside of school!**

#### **CLASSROOM CLIMATE, CONDUCT AND EXPECTATIONS**

Here at EJRP Preschool, a set of clear, age-appropriate routines and expectations are in place. Positive methods of guidance are taught, modeled and practiced with children to encourage self-control, self-direction, self-regulation, positive self-esteem, resilience and cooperation. We encourage and reinforce these traits by offering support and positive feedback to children. We believe in building meaningful relationships with the children in our care. We, as a teaching team, will be clear and consistent and ask that parents join us to send these clear messages to children. We provide children with the tools needed to resolve conflict and are active in this process when these peer conflicts arise. Children are encouraged to talk about their feelings, the problem at hand and solutions to solve that problem. When needed,

children are taken to a safe space, away from others, where the de-escalation and “moving on” process can begin. Our teaching team and children work together to create a plan of how to appropriately handle these conflicts or emotions should they occur again. Families may also be called upon to brainstorm ideas that will help children through challenging times and to make consistent safe and appropriate choices moving forward.

If a pattern of severe/unsafe behavior continues to hinder the effectiveness of our program, the safety of the child themselves, other children, or our teaching team, a meeting will be arranged to discuss the situation and to create an action plan. Outside resources and/or professionals may be consulted if the action plan created by our teaching team and family is implemented and found ineffective. If, after opportunities to implement this action plan, a child continues to be a danger to themselves and/or others in our learning spaces, they may be removed from the program.

### **CLASSROOM DAILY SCHEDULE**

7:30	Preschool Opens
7:30-9:30	Explore Time/Free Choice
9:30	Clean Up
9:40-10	Morning Meeting (calendar, theme songs/poems, group games, experiments, read alouds, group discussions, intention setting, daily affirmations, mindful moments, etc.)
10-10:20	Morning Snack
10:20-10:40	Bathroom, Books and Quiet Choices
10:40-11:40	Outdoor Recess
11:40-12	Sound Circle/Show and Tell (Discoverers)
12-12:30	Lunch
12:30-1:00	Bathroom, Independent Reading/Books on Tape/Group Read Aloud
1:00-2:30	Rest Time
2:30-3	Quiet Choices/Daily Reflections (Discoverers)
3:00-4:00	Afternoon Activities (may include creative art projects, science experiments, or theme-based activities)
4:00-4:20	Afternoon Snack
4:20-4:30	Bathroom, Books and Quiet Choices
4:30-5:00	Outdoor Recess
5:00	Preschool Closes

## 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. Three late pickups will be grounds for dismissal.

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

## FIRE DRILL PROCEDURE

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.

## LOCK DOWN PROCEDURE

In the event a lock down procedure needs to happen the following procedure will take place: Children will go to closest room supervised by an adult. The adult performs a quick visual check of hallway. Close and lock door. Turn off lights and shut curtains/blinds on doors and windows. Students and staff remain away from doors and windows and remain quiet. Designated staff will secure exterior doors to “lock down” the building. Children who are outdoors will quickly be moved to inside the building by the adults supervising them. Only use classroom communication devices for in-room emergencies. Do not open doors or react to a fire alarm unless instructed to do so by the Director.

## EMERGENCY RESPONSE PLAN

In the event of a real emergency, children and staff will evacuate the grounds and meet at the Brownell Library (6 Lincoln Street, Essex Junction) until child pick-ups are arranged. In case of an evacuation, children will line up at the rear exit of their classroom and evacuate the building. One teacher will be at the front of the line and one at the end. The Head Teacher/Director will take the attendance sheet and meet the children on the playground. The children will remain quiet as the Head Teacher/Director takes attendance. The evacuation procedure will be practiced monthly and results will be logged.

## **TEACHING TEAM QUALIFICATIONS AND TRAINING**

EJRP Preschool is dedicated to hiring high quality professionals with a background in early childhood education. Each full-time member of our teaching team has tenured experience in the field and continues their professional development through college courses, CDA classes, licensure requirements, and in-state and national early education conferences. EJRP Preschool is held to the high standards of a licensed, STARS accredited, Universal Pre-K, and ACT 166 partner and proudly meets the requirements of each. To ensure the safety of the children in our care, we are also current in First Aid and CPR certification and Basic Specialized Care.

The EJRP Preschool teaching team is directly supervised by Christina McLaughlin, EJRP Preschool Director. Please direct any questions or concerns to [cmclaughlin@ejrp.org](mailto:cmclaughlin@ejrp.org) or 802-338-7193.

## **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.

## **PHOTOGRAPHY/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.

## **CLASSROOM VISITORS**

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.



## **SPECIAL CIRCUMSTANCES**

### *CUSTODY DISPUTES AND PARENTAL RIGHTS*

If there is a legal decision that has been validated by the courts and is stated in the divorce decree, and legal custody has been granted to one parent, we will fully enforce this request. If it is simply the WISH of you the parent, we cannot enforce it legally. If you make this request of us, please be prepared to supply the legal documents that support your request.

### *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.

### *ONE HOUSEHOLD BILLING*

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.

## **PROGRAM CONTACT INFORMATION**

EJRP Preschool at Park Street School, 21 Park Street, Essex Junction VT 05452

Essex Junction Recreation and Parks Department: 802-878-1375

Preschool Cell Phone: 802-338-7193

Preschool Inquiries/Registration: Christina McLaughlin, EJRP Preschool Director,

[cmclaughlin@ejrp.org](mailto:cmclaughlin@ejrp.org)

EJRP Director: Brad Luck, 878-1375, [bluck@ejrp.org](mailto:bluck@ejrp.org)

**Family Resource Guide Acknowledgement**

I acknowledge that I have received, reviewed, and agree to the terms outlined in the EJRP Preschool Family Resource Guide.

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Child's Name

Parent's Name

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Parent Signature

Date