

Village Children's Center Of Chesterfield



Family Handbook

Updated 8/2021

Village Children's Center is committed to providing a nurturing and welcoming environment in which children can develop socially and emotionally in a play based setting.

Village Children's Center of Chesterfield

43 Church Street

Spofford NH 03462

603-363-4226

vccspofford@gmail.com

Welcome to Village Children's Center of Chesterfield!

We are so excited that you have chosen our center to provide for the needs of your child and family. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier. The Family Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The directors of VCC would be glad to address any of your questions or concerns.

Our Philosophy

We believe...

That children's play is vital to their physical, social, and emotional development.

That family involvement creates a positive experience and enhances the quality of care we provide.

That all children learn and develop at their own pace and in different ways and we strive to provide the most developmentally appropriate environment and guide each child through every stage of development.

2021-2022 School Calendar

First Day of School - August 25, 2021

Last Day of School - June 17, 2022

No School:

September 7, 2021 - Labor Day

November 11, 2021 - Veterans Day

November 24-26, 2021 - Thanksgiving Break

December 23-31, 2021 - Holiday Break

January 17, 2022 - Martin Luther King Jr. Day

February 21-25, 2022 - February Break

April 25-29, 2022 - April Break

May 30, 2022 - Memorial Day

Schedule:

Preschool 8:30-11:30

Full Day childcare 8-5

Before care 7-8

Enrollment:

Children must be 2.5 to start at The Village Children's Center of Chesterfield. Families seeking enrollment at VCC can place their name on the waiting list by contacting one of the directors; in person, via phone or email. Families must make an appointment to tour and observe the school to be placed on the waiting list. Once the child has been accepted and removed from the waitlist VCC requires your \$50.00 registration fee along with all necessary forms; registration form, medical form, and proof of vaccinations, and permission/agreements form.

Tuition:

There is a yearly registration fee of \$50

Before Care	7:00 - 8:00	\$10/ day (billed separately at the end of the month)
		*\$5/ day for Students riding bus (billed separately at the end of the month)
Preschool (8:30 - 11:30)	2 days / week	\$185.00 / month
	3 days / week	\$270.00 / month
	4 days / week	\$370.00 / month
	5 days / week	\$455.00 / month
Full days (8:00 - 5:00)	2 days / week	\$295.00 / month
	3 days / week	\$445.00 / month
	4 days / week	\$590.00 / month
	5 days / week	\$720.00 / month
After School	\$15 / day	Chesterfield students (billed at the end of each month)
Additional Days	Preschool	\$22.00 / day
	Full Day	\$36.00 / day

***Payments may be made weekly or monthly. If you choose to pay weekly, payment is due on the first day your child attends that week. If you choose to pay monthly, payment is due during the first week of the month.**

***Tuition can be paid by cash, check, or on Brightwheel**

***Snow Day Policy: If SAU 29 closes for a snow day we will also be closed. If there is a 2 hour delay we do our very best to open at normal time**

***In the event of a 2hr delay being switched to a snowday after you have already dropped your child off we will call you and ask that you come back to pick up your child.**

***Cancellations: If VCC needs to be closed for any other reason out of our control we will do our best to notify families ASAP**

Communication:

Proper communication between our families and the teachers and staff of VCC is extremely important. Teachers will send home monthly newsletters as well as other important information. You are welcome to call to arrange a meeting with your child's teacher—even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to one of the center directors. Each child is provided with a mailbox. Please check these daily for notes, newsletters, and projects that your child has made. We also require each family to provide us with a valid email address as that is how we will communicate information with you. VCC also has a Facebook page where we will post pictures of fun things we do throughout our day. *Please find the photo release at the back of the handbook*

The directors need to be informed of the following:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

Withdrawal & Dismissal Policy:

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. The directors at VCC reserve the right to cancel the enrollment of a child at their discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Drop-off and Pick-up Policies:

Parents are expected to accompany their child into the center. Only the individuals listed on the registration form, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a photo I.D. from any unfamiliar person. If there is any concern, the staff of VCC reserves the right to deny a person's request to pick-up a child. Each child must be signed in and out every day by the adult that is responsible for them.

Late fees:

Children enrolled in preschool (8:30-11:30) are expected to be picked-up at the end of preschool, children enrolled in full days are expected to be picked up by 5:00pm. **If a child enrolled in preschool is picked up between 11:30-11:35 there will be a \$3 late fee and an additional \$1 per minute after that. If a child enrolled in full day care is picked up between 5:00-5:05 there will be a \$3 late fee and an additional \$1 per minute after that.**

Daily Schedule:

7:00 Before care (\$10 per day)	10:00 Outside time or indoor gross motor activities
8:00 Free play & planned activities	11:15 Shar Circle
8:00 Drop off for full time care	11:30 Preschool ends
8:30 Drop off for preschool	11:45 Lunch
9:00 Morning greeting	12:30 Rest
9:30 Circle and story time	3:00-5:00 Free Play and Pick up

Absences:

If your child is going to be out due to an illness or for any other reason please call us at (603) 363-4226 by 9 AM. If you do not get a live person please leave a message or email us at vccspofford@gmail.com (absences are non-refundable). **If your child is not full time and you wish to change their schedule a 2 week notice is required. If you need to switch days and have not given a 2 week notice you may add a day if needed, should space allow.**

Things to bring:

- *Water Bottle (please take it home and wash it each day)
- *Complete extra change of clothes (appropriate for the season)
 - multiple sets of clothing if your child is potty training
- *Appropriate footwear for outside play
- *Indoor shoes or slippers
- *Snow pants, snow boots, winter jacket, gloves, and hat (when appropriate)

If your child stays all day please also bring the following:

*A lunch with an ice pack if necessary, **if your child is under the age of 3 please do not pack the following:**

- Whole or rounds of hot dogs or sausage (must be cut into small pieces)
- Whole grapes (must be cut into small pieces)
- Raw carrot rounds, peas or celery
- Chips or hard pretzels
- Marshmallows
- Nuts or seeds
- Popcorn
- Other hard or cylinder shaped food that may pose a choking hazard.

*A crib sheet and blanket for rest time as well as a pillow case to keep it in, bedding will be sent home each week to be washed and must be brought back the following week.

Field Trips:

We are hoping to be able to do some field trips this year! We also will be going on regular walks around the Village. Any field trip outside of our regular walks will require a permission slip. Walks around the Village will not require one. The roads that we will be walking on in the village are, Church St., Spring St., and Route 9A.

Illness Policy:

- If your child is not feeling well we ask that you keep them at home. It is important to note that your child is not allowed to return for twenty- four (24) hours if they have started an antibiotic, are vomiting, or have diarrhea or a temp 100* or higher.
- If your child has an unknown rash you will need a note from the doctor stating that they may return to school
- If symptoms of illness occur while they are at school you will receive a phone call to come pick your child up, and they may not return until 24 hours from the last episode of vomiting or diarrhea or after the fever has broke.
- If your child has discolored (green) discharge coming from their eyes they need to stay home until it is resolved. Conjunctivitis (pink eye) is highly contagious in a preschool setting
- If your child has signs of headlice you will be asked to take them home and they can return after successful treatment.
- Medications should be given directly to either Miss Megan or Miss Paige at morning drop off in their original containers, indicating dosages. We must have on file an authorization to administer medication for both prescription and over the counter medications

**Signature page
(please return)**

I have read and agree to the terms listed in the Village Children's Center Family Handbook and Covid-19 guidelines updated 1/2021.

Child's Name

Parent/Guardian Name

Parent/Guardian signature

Date