



SANT BANI SCHOOL

**LITTLE SWANS PRESCHOOL
AND EARLY LEARNING CENTER**

HANDBOOK

2019-20 Edition

www.santbani.org

Welcome Families!

Little Swans Preschool and Early Learning Center is a Nature-Inspired and Play-Based Program for children ages 3-5 years old. Our program focuses on child-led learning, emergent and anti-bias curriculum, and allows daily interaction and exploration of the natural world. Children spend extended periods of time playing and learning outdoors, along with a balance of indoor time, providing provocative learning opportunities which meet the interests and needs of each child.

At the core of our program is the wish for each child to learn about the innate positive qualities within themselves. To foster this, teachers work to create a harmonious classroom environment where emotional literacy and conflict resolution skills are built upon each day. We hope that children will also find comfort in the surrounding natural landscape and appreciate the experiences that the change of seasons brings to our learning.

Teachers at Little Swans are committed to building and maintaining positive relationships and communication with the children in their care, as well as their families. We value having a strong community base as the foundation to learning, creating a well-balanced and nurturing environment for children to grow and develop as citizens of this world.

Please reach out to us if you ever have any questions about our program or the contents of this handbook.

With warmest regards,
Kasia Beznoska
Director

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About Us

Mission

To provide a high-quality early childhood experience for children 3-5 years old and their families by connecting children to the natural environment, nurturing the positive qualities within each child and planting the seeds of life-long learning.

At Little Swans...

We play, A LOT!

We create.

We imagine.

We problem-solve and work together.

We explore the environment around us.

We allow nature to inspire us.

We practice kindness to all living creatures.

We sing.

We laugh.

We help.

We get messy!

We celebrate our similarities and our differences.

We make new friendships.

We learn about and build our community.

Philosophy

At Little Swans we believe that play is the most important tool for young children to explore and think about the complex world they live in. Play, in the context of a developmentally appropriate curriculum, inspires children's innate curiosity and helps them develop social skills, gain confidence, expand thinking skills and develop an appreciation for beauty and the creative process. We value diversity and promote individuality and development of character.

Our program offers:

- a balance of individual and group activities that focus on the social, emotional, physical and cognitive development of each child
- a consistent, predictable and safe community where children can form trusting relationships with their teachers and classmates
- spacious, light-filled classrooms surrounded by 200 acres of woods, fields, trails and a natural playscape
- an environment rich in print and language, mathematics, critical thinking and children's relationship to the natural world

- opportunities for enriching interactions with the K-8 program for learning and play
- collaboration between teachers, children and their families that fosters respectful communication and understanding
- teachers and staff who embody an attitude of appreciation and respect towards the children and one another.

Licensing & Accreditation

Sant Bani School is a 501(c)(3) non-profit organization, approved by the NH Department of Education and accredited as a K-8 by NEASC; we are seeking accreditation through NAEYC and NEASC for our early childhood program. For the 2019-2020 school year, Little Swans is operating as a license-exempt early childhood program, while following the State of NH child care licensing regulations with slight modifications.

Values of SBS

Sant Bani School is built on the belief that we have something to learn from everyone. Surrounded by nature, we create a diverse community where respect for all living things is central.

We value:

- An open, judgement-free environment that builds confidence and encourages curiosity and creativity
- Academic, social and emotional learning
- Collaboration and critical thinking
- Mutual respect, fairness and inclusiveness
- Service to others, connecting empathy and generosity of spirit with action
- Nature and the experience of being outdoors
- Quiet time, simplicity and reflection
- Expanding students' horizons and connecting with the world around us
- Having fun together

History of Sant Bani School

Sant Bani School was founded in 1973 as an elementary school with six students, and rapidly grew to include a high school. Due to changing demographics, the high school closed at the end of the 2014-2015 school year, and SBS is refocused on becoming a best-in-class PreK-8 program. Initially an outgrowth of Sant Bani Ashram, a spiritual retreat center, the School became an independent organization in 1983. Sant Bani School provides a high-level, comprehensive educational experience while also recognizing the value of spirit and unique gifts each member of the school community brings.

While the School and the Ashram are separate organizations, they continue to coexist harmoniously as neighbors. Sant Bani does not apply pressure on anyone to accept a certain set of beliefs. Students and faculty of all backgrounds are welcome. In fact, one of the School's founding principles is that truth can thrive only when there is freedom of thought and expression.

Vegetarian Policy

The School's neighbor, Sant Bani Ashram, was established as a sanctuary for living creatures, and, beyond the obvious restrictions against hunting and fishing, there is also the practice of respecting all life through a vegetarian diet. This diet, a means to cause as little harm as possible, is practiced in the School as well. While students and families are not asked to change their diets outside of school, it is required that all food brought to and consumed on campus, or as part of any school function, be vegetarian and egg-free.

Program Information

Tuition and Payment Policy

	Base Annual Tuition				Optional Add-Ons	
	5 days/wk	4 days/wk	3 days/wk	2 days/wk	2 days/wk	1 day/wk
Full Day (8:00-4:30)	\$8,000	\$6,400	\$4,800	\$3,200		
Half Day (8:00-12:30)	\$4,800	\$3,850	\$2,900		\$1,950	\$975

Early drop off option (7:30 AM) is \$5.00/day

Late pick up option (5:00 PM) is \$5.00/day

Tuition is billed every other week, in advance, through FACTS. If you need to withdraw your child, any future payments will be suspended; no refunds for previously paid tuition will be made. There is no school-sponsored financial aid; however, if Little Swans becomes licensed through the State, families may pursue financial assistance through the State.

If a family comes under financial burden, please communicate with the staff at Little Swans so we can work with you to discuss a financial plan that best suits your family's situation. If for any reason a family is unable to pay tuition, or skips payments 2 months in a row, they will need to meet with the Finance Office at Sant Bani School to discuss whether their child can remain enrolled.

Program Schedule

Our program runs from the beginning of September to mid-June, from 7:30am – 5:00pm. **Our morning meeting time begins at 9:00am.** Please plan on dropping your child off before then. If your child will be absent, late, or picked up early, please try to communicate with the teachers ahead of time in person, via email, or through the communication App. This will be the most direct line of contact with us. A year-at-a-glance calendar is shared with families at the start of the year.

If you would like to have your child attend on a day when he/she is not regularly scheduled, please make your request in writing (email is ok) to the Director at least 48 hours in advance. If the single adjustment is possible, every effort will be made to assist the family. (Note: We cannot give approval for extra days unless accounts are up-to-date and additional room coverage, if needed, is available.)

If a family needs to make a permanent change in enrollment, the request must be made in writing, at least one week in advance of the needed change. Families will be notified if the schedule can be adjusted.

IMPORTANT: Please make sure that we know where to contact you at all times while your child is at school. If you are not going to be at your usual number, please let the office know where we can reach you. If you are going to be out of town, please let us know whom to contact in your place.

Teaching Staff

Our program employs teachers who are dedicated to, and passionate about, Early Childhood education. Staff members model a joy for learning each day in the classroom. Training for staff is continually offered to deepen their understanding of developmentally appropriate practices and early childhood development. Teachers in our program participate in workshops, in-service programs and independent study to further their knowledge base. Teaching assistants always remain in direct communication with the director/classroom teachers and also participate in professional development opportunities.

There are always two full-time staff in the preschool building (within ratio guidelines), with the occasional use of an assistant teacher or substitute teacher, during the school year. It is our goal to provide a consistent and reliable routine so the children in our care can feel nurtured, safe and relaxed while attending preschool.

All teaching staff undergo criminal record checks before working in our program.

Curriculum

Our program implements a play-based, developmentally appropriate (age-appropriate, individually appropriate, and socially/culturally appropriate) program that operates under a child-centered constructivist learning model.

Within the constructivist philosophy, we use the emergent and project approach curriculum frameworks, as well as an anti-bias curriculum. As teachers, we strive to engage children's innate curiosity, so they are actively involved in a process of meaning and knowledge construction as opposed to passively receiving information.

Discipline, Conflict Resolution and Guidance

We understand discipline to mean helping children to learn acceptable behavior. We believe that children begin to learn self-discipline, or how to guide their own behavior, when they are treated with respect. We do not use the same discipline techniques in every situation, for we recognize that each child and each situation is unique. All teachers at Little Swans recognize and follow certain general discipline techniques, as endorsed by the National Association for the Education of Young Children (NAEYC):

- Setting clear, consistent, and fair guidelines for classroom behavior, and reminding children of these guidelines when necessary.
- Listening carefully to what children have to say about their feelings.
- Regarding mistakes as opportunities for learning.
- Helping children to develop the skills to solve their own conflicts.
- Modeling appropriate and respectful treatment of people and materials.
- Redirecting children to a more acceptable behavior or activity.

In the case of inappropriate behavior, a teacher will first try to determine what happened, and then use their professional judgment to decide how best to handle the situation. Children are encouraged to talk about what is bothering them, and teachers try to involve children in resolving conflicts. Teachers also try to help the children to see each other's point of view, which is a first step in developing empathy, an important prosocial behavior.

Our program does not use a "time out" chair or area. If necessary and on occasion, a child may be redirected away from a group or activity, but this is not used as a punishment. We may phrase this as "taking a break" and then allow the child to use their own discretion when the break can be over.

Techniques that are not used at Little Swans under any circumstances are hitting, yelling, criticizing, threatening, making hurtful or sarcastic comments, withholding food from a child during snack or lunch time, or denying a child outdoor time.

Power Play

Power play is an important piece in young children's development. (Power play is play where any child has power over someone else. This could look like superheroes, cops and robbers, or even a lion pride.) There is research to suggest that power play is beneficial through multiple domains of development and it is supported by the NAEYC. Because of this we choose to honor power play at Little Swans. Power play guidelines have been developed to maintain a healthy and safe learning environment for all.

Power Play Guidelines:

- All children engaging in power play must agree to play and their role in the play
- A teacher should be directly observing power play
- Power play will take place in one agreed upon area
- Participants in power play can only touch safely
- All props will be imaginary in power play
- Power play can only happen if all guidelines are being followed

Child-to-Staff Ratios

Low child-to-staff ratios play an important role in providing high-quality care. Our ratios reflect the state's accreditation standards, and when possible, we will host student-interns, which will lower that ratio even more. We base the child-to-staff ratio and group size on the average age of the children in the group since our program is a mixed-aged classroom.

Ages: 36-47 months

State Ratio: 8 to 1

Ages: 48-59 months

State Ratio: 12 to 1

Ages: 60 months and older

State Ratio: 15 to 1

Confidentiality

All aspects of the children's growth, development and family life are treated in a confidential manner at Little Swans. The primary professional concern of the staff is to protect the rights of all children. Families are requested to speak only with the teachers or the director when discussing confidential information.

The only people permitted access to your child's records and registration information are you (the parent or legal guardian) and appropriate Program employees. We will not give out information to others without written consent of the parent or legal guardian. We also will not verify your child's enrollment to others without your consent. As part of our confidentiality policy, the name of a child who may have caused an accident or injury to another child will not be disclosed to others by the staff and will not be identified on the accident report.

In the interests of confidentiality, we do not give out addresses and phone numbers of children to families of other children in the program. Families will be given an option to be part of a preschool directory at the beginning of the year. If you would like to communicate with another child's family, we encourage you to be a part of the directory or leave a note for the family in their Family Mailbox. There is also a family communication feature in the communication App.

Assessment

Teachers at Little Swans recognize the importance of assessment to a quality early childhood program. Teachers will use assessment to identify children's interests and needs, describe the developmental progress and learning of each child, improve the curriculum and adapt teaching practices and the environment, plan program improvement, and communicate with families.

Assessments will reflect the child in their natural environment while they are engaged in authentic play. Assessments will be conducted informally, while observing children on a daily and weekly basis, to gain more information about their engagement while interacting with their peers, social and emotional skills, and challenges that the children may be facing. Staff hold parent-teacher conferences twice a year for families to discuss any questions, concerns, and positive feedback about their child. Additional conferences are available by request at any time.

Children with Special Needs

If we become concerned about a child's development, we document our concerns and discuss them with the family. We connect the family with appropriate programs to complete formal assessments and observations to make a definitive determination. We work collaboratively with such programs during this time and act as an advocate for the child.

Daily Routines and Procedures

Arrival

Experience has shown us that the initial entry to the program can be an unsettling time for children and parents. Separation on some days is difficult. We encourage you to come into the classroom, explore with your child, and talk about the day's events. We have found it is very helpful to avoid rushing during this time and to establish a routine for both drop off and pick up. Taking a few minutes to be involved helps your child to feel a sense of security. Please feel free to take that time. Before you leave your child at Little Swans for the day, make sure that a staff member has greeted and welcomed your child. This is especially important if you are dropping your child off while the group is on the playground.

All families must sign their children in and out every day. Signing in and out is *crucial* to the safety of your child during fire drills or emergencies that might occur. Be sure to check your

family mailbox and/or your email account (if given) daily. If you would like to leave a special note for the staff regarding your child, please leave a message in the designated area in the child's classroom, with the staff member who greets you and your child, or to the staff member's email.

If your child will be dropped off early, they are welcome to bring their breakfast to eat at school. We realize that the morning rush can be a lot for families, so please feel comfortable packing their breakfast if they arrive before 8:00am.

Departure

When you arrive for pick up, you may find your child involved in some serious play. Often, the transition to leave for the day can be difficult for your child, just like it may have been when they said goodbye to you in the morning. Give your child some time to finish what he or she is doing and take time, when possible, to explore the classroom and get to know us better. You may want to check in with your child's teacher, in case there is anything that needs to be shared about the day. Please sign your child out and let the staff know that you and your child are leaving. This is very important if the group is on the playground.

When children are resting, we ask that you help us to create a restful environment by talking softly and walking quietly in the building during this time.

Late Pick-ups

Being picked up late is very stressful and worrisome to young children. If there is an emergency and you will be a few minutes late, please call us or communicate via the Family Communication App immediately. Information about when you will arrive or who will be picking up will help us to reassure and comfort your child.

The building closes at 5:00pm. All families must have exited the building by this time. Families who pick up after 5:00pm will be assessed a \$20.00 late pick-up fee. Families who pick up later than 5:15pm will be charged at a rate of \$1.00 per minute late. The fees reflect the overtime pay staff receive when they must extend their work day due to a late pick-up.

If at closing time no one has come to pick up a child and we have not heard from the child's family, we will try to contact the family by phone. If we cannot reach the family, we will begin calling the emergency contacts named by the family on the child's registration forms.

Who May Pick up Your Child

Only a child's parent, guardian, or a person designated by the child's parent or guardian will be allowed to pick up the child. Please be aware that if the staff does not know the person you

have designated to pick up your child, that person will be asked for photo identification. Please ask your designated pick-up person to carry a photo ID. **No child will be released to anyone other than a parent or guardian without the signed permission of the parent/guardian.** Families are asked to identify designated pick-up persons on the child's registration forms. Should you have an alternate person pick your child up, we will need advanced notice in writing with the individual's first and last name and when they will be picking your child up.

No child will be released to anyone under the age of 16.

Please speak with the Director if there is a specific person whom you do not wish to be allowed to pick up your child, and if there are legal issues involved. If there are legal issues, we will need proof to keep in your child's file. At that time, we will discuss the protocol to be followed if the unauthorized person arrives to pick up your child.

By State law, all children who attend Little Swans need to be in a car safety seat. If a staff member notices that there is no child safety seat for the child being picked up, the staff member will request that the person picking up the child provide one before the child is released.

If a staff member has reason to suspect that a person who has arrived to pick up a child is under the influence of alcohol or drugs, the staff member will request that another authorized pick-up person be called to pick up the child.

Rest Time

Children who attend our program for more than 5 hours per day are provided with an opportunity for at least one hour of rest, relaxation or sleep, depending on the needs of each child, as per State Licensing guidelines. If children do not fall asleep after 30 minutes, they are provided with an opportunity to do a quiet activity.

Seasonal Clothing

At Little Swans we have the opportunity to bring our learning and exploration outdoors on a daily basis. Because we spend time both indoors and outdoors, we ask that families LABEL ALL GEAR their child brings to school. This includes: coats, extra clothing, hats, gloves, snow pants, boots, rain gear, socks, lunch boxes and water bottles. This makes everything easier when families and teachers are trying to locate missing items. When choosing footwear for your child, please ask yourself: *"Can they put these on independently?"* and *"Is this practical footwear?"*

Gear List (by season; we provide examples of gear for families to see in an informational email before school starts.):

- **Fall:** Outdoor Shoes, Rain Pants, Rain Jacket, Fleece/Warm Jacket, Sun Hat/Cool Weather Hat
- **Winter:** Snow Pants, Waterproof Boots, Warm Jacket, Waterproof Mittens, Hat, Neck Warmer, Wool Socks, Base Layers (fleece, not cotton)
- **Spring:** Waterproof Boots, Rain Pants, Rain Jacket, Waterproof Mittens, Hat

Lost and Found

Parents are asked to label children's clothing and we encourage families to bring their clothing home with them when it needs replacing. We will have a bin located in the main lobby area of our building for Lost and Found items. Items that remain unclaimed at the end of the year will be donated. If an item of value is found, it should be brought back to school where it can be safely kept until claimed.

Regular Events

Birthdays

We believe that it is important for young children to be able to share their excitement about their birthdays with their friends at school. Children whose birthdays occur during the summer months when school is closed are welcome to celebrate their “half-birthday” at school, or before the end of the school-year.

We highly encourage families to help their child pick a favorite book that can be shared with the group as their birthday celebration. If you would like to bring in a food item to celebrate your child’s birthday, you must consult your child’s classroom teacher. S/he will give you a list of foods that would be acceptable. Due to food allergies and family food preferences, we ask that you confer with the teachers and only bring in food items that are on the provided list. Please also remember that all food items must be vegetarian and egg-free. If you plan on bringing something in, please notify the program one week before the event. For safety reasons, balloons should not be sent or brought in to school as they present a serious choking hazard to young children.

If you are bringing in invitations to your child’s birthday party, please place these in the family mailboxes in the hallway or ask the teachers to assist you. We would prefer that you mail the invitation, if possible, as birthday party invitations (or rather, non-invitations) cause many hurt and left-out feelings. We encourage you talk with your child about the hurt feelings that can result from a comment such as, “You’re not invited to my birthday party,” and to discourage such comments.

Holiday Celebrations

At Little Swans we respect and value the different ways families choose to celebrate different holidays. We try not to overemphasize holidays, but to focus on celebrations of events that are meaningful and interesting to young children. Discussion of holidays and celebrations should come up organically for the children, not as a teacher-initiated topic. Holidays can be as stressful for young children as they can be for adults. Therefore, we try to keep our environment and routines as predictable and consistent as possible. We welcome input from all the children and their families about special family celebrations. If there are specific celebrations that are special to your family, we invite you to share these with our class. The Little Swans class will be observers of other Sant Bani School celebrations, but may not necessarily participate, as it can quickly become overwhelming, or participation may not be developmentally appropriate for young children.

Field Trips / Walking Field Trips

Little Swans has a unique opportunity to explore the natural landscape and other buildings at Sant Bani School. Children will often take walking trips to the library, music room, kitchen space for cooking projects, and on the walking trails. Families complete a blanket permission slip for these short walking trips. For trips with a specific visiting destination, parents are notified in advance and given an additional permission slip to be completed.

Field trips are an integral part of an early childhood education program. These trips offer children opportunities to observe, explore and discuss aspects of their environment. All trips are supervised by the staff.

No child is required to go on any field trip. If you do not wish your child to attend a field trip, we will attempt to provide childcare in our program with another staff member. If we are unable to provide alternate care, the parent is responsible for providing care to their child during the time of the field trip. Please understand that field trips are chosen carefully by the staff to complement curriculum and to provide interesting and appropriate opportunities for the children to become acquainted with the larger world at Sant Bani School.

When children participate in any field or walking trip, staff carry all children's family and emergency contact information and any special medical information and instructions we have for the children in a field trip notebook. This information helps us to contact families immediately in an emergency and to meet the child's individual medical needs, if necessary. A fully stocked first aid kit, including any emergency medicines your child may require, is carried on all trips. The staff carries a cell phone with them on trips, and a field trip plan, which includes departure and return times, exact travel routes and any stops to be made, is on file in the classroom.

Car Seats for Field Trips

Each child who rides on the Sant Bani School minibus for a field trip is required to have a 5-point harness. Parents or Guardians will be required to install their child's car seat prior to the field trip.

School Cancellation and Delays

School is cancelled or delayed when the roads are considered hazardous or impassable, or on the rare occasions when the buildings cannot be used due to power failure or problems with heat or water supply. Cancellations and delays are announced on WMUR's website (wmur.com). In addition, parents are notified through our emergency alert system, One Call Now, and the School's phone message is changed.

When a two-hour delayed opening is announced, parents should stay tuned; sometimes a delay turns into a cancellation. Parents will be notified of the delay or if the delay is turned into a cancellation through the media listed above. Little Swans will be following the same cancellation and delayed opening schedule as Sant Bani School.

Early Dismissal

On occasion, deteriorating weather conditions make it clear that the School should send students home early. All parents are notified through the One Call Now system, using the information provided on the student's emergency information sheet and confirmed with parents in a late-August mailing. There are also a few early release days scheduled on the Little Swans School Calendar. Please refer to the calendar so you will know when your child needs to be picked up earlier (if they regularly stay for a full-day).

School Calendar

Each family is given a school calendar at the start of each school year. Please refer to that for information regarding holidays, long weekends, and the start and end date for each school year. Teachers also send out a monthly newsletter to preschool families with a more detailed calendar for Little Swans.

Family Involvement

Open Door Policy

All families have access to their children at all times during the day at Little Swans. We welcome families to visit our program, and ask that when you arrive, you check in with one of the

teachers and sign in as a visitor (not necessary during drop-off or pick-up time, just when visiting the program). We suggest that you make plans with one of the teachers in advance before coming to visit, to make sure the schedule of the day is known by all parties.

Sharing Your Interests

We welcome family participation at Little Swans and encourage family members to let us know if they have a special skill or interest they would like to share with the students. If you would like to share something with the children, please let one of the teachers know and we will arrange a time that works well for you to come in to the classroom.

Communication with Families

Families need to know what their children are doing and learning, and teachers need to know about a child's life at home. When teachers, administrators and families all work together, children benefit and are more successful.

Little Swans uses a combined approach of daily informal correspondence with families, along with more formal and detailed conversations with families at specified times. Teachers post important information about the classroom on the Family Information Bulletin Board located in the entrance way of the building, and email parents about important events or classroom happenings.

Our program uses the following methods to communicate with families:

- Weekly Newsletter (on our classroom blog)
- Daily Happenings: posted via Family Communication App
- Classroom Documentation Panels: posted around the classroom spaces
- Parent/Teacher Meetings and Conferences
- Family Resource Shelf: located in lobby area

Meeting with Teachers

We strongly encourage families to “connect” with teachers on a daily basis, when dropping off or picking up children. During the school day, however, longer discussions are distracting if the teacher is not expecting your visit. It can be especially difficult for the teacher to have an extended conversation with you at drop-off or pick-up time, when many children will be requiring her/his attention. If you have a specific question or concern, please let the teacher know you would like to schedule a time to talk.

Family/Teacher conferences are offered twice per school year, and teachers are available at other times if you need to schedule a meeting with them.

Please direct questions and concerns about your child or about the program in general to your child's teacher or to the director. The director and teachers will always make time available to talk with families.

Photo Permission

Families who wish to come in and take photographs or videotape in their child's classroom are requested to talk with the teacher first. All families sign a permission slip (either allowing or refusing permission) for their children to be included in photographs or video taken by families of other children in the classroom. There may also be occasions when Sant Bani School is taking photographs or video footage to share with prospective families about the school. Children whose parents do not give permission will not be photographed and/or videotaped.

Families in Transition

We recognize that all families live differently, and that families also go through transitions, such as divorce, separation, new baby, or death in the family. If your family goes through any major changes or separations, we ask that you communicate those changes with your child's teachers. This allows us to be fully informed and prepared, should your child experience any changes in emotions or behaviors.

Grievances

In our day-to-day communication with families, we strive to resolve issues as they come up. However, from time to time a family may feel that an issue has not been satisfactorily addressed or resolved, and may wish to pursue the matter further.

It is *essential* that families are heard when they raise a grievance. All family grievances should be addressed initially at the level closest to the event in an effort to achieve a resolution. The early identification of a grievance and the prompt initiation of a resolution can help avert further problems.

The order and levels through which a grievance resolution should proceed is:

1. Classroom Teacher
2. Director
3. Head of School

Keep Us Informed

We recognize that there are many changes that can happen in the course of a year. Please keep us informed of these changes, as we are all working towards providing a stable and consistent environment for the children in our care.

Please notify us about:

- Change of address
- New contact information (email, phone)
- Family changes or Life changes taking place (divorce, separation, serious illness, or death in the family)

Questions and Concerns

Families should feel welcome to ask questions whenever they arise. We encourage families to begin with the director and classroom teachers. If a problem still has not been able to be resolved, families may contact the Head of School.

Health and Safety

Forms and Notifications

A health form completed by a licensed physician must be submitted before a child's entrance into the program. It is the responsibility of the family to maintain up-to-date health and registration records at Little Swans. Please notify the director in writing if there are any changes in your child's medical status, such as the development of allergies or receiving an immunization.

Children attending our program are expected to be able to participate comfortably in all components of the program, both indoors and outdoors. A major component of our program is experiencing the natural world in all weather. If a child is well enough to attend school, they will be going outside when the rest of the class does. However, if a family does not want their child to go outside, it must be discussed with the director or teacher that morning, and alternative arrangements may need to be made for the child depending on child/staff ratio. If a child has a medical condition that will affect their ability to participate in daily activities for longer than 1-2 weeks, then a note from their doctor will be required.

Please notify your child's teacher and the director in writing if there are certain foods your child cannot eat because of medical, religious or cultural reasons. Cooking projects are part of the program, so if a child needs to follow a special diet for medical reasons, please provide a note from your doctor giving details of the foods to be avoided.

When to Keep Your Child Home

While we encourage students to attend school every day, mild to severe illness does occur. When illness occurs that prevents your child from participating comfortably in activities, we ask that you keep them at home to prevent the spread of infection to other children and staff and

to allow the child time to rest, recover and be treated when necessary. We also ask that you keep your child at home if they have any of the following signs or symptoms:

- Fever greater than 100°F (students with fever greater than 100°F must remain at home until they are fever-free for 24 hours without medication, such as acetaminophen or ibuprofen)
- Vomiting two or more times in a 24-hour period
- Undiagnosed rash
- Severe earache or draining ear
- Severe sore throat
- Persistent or severe cough
- Communicable disease

Sunscreen and Bug Spray

Children play in areas of shade and sun. Families are highly encouraged to provide protection from sun and insect-borne illness. Only sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied. Insect repellent may also be provided. Families receive a permission slip for the use of sunscreens and insect repellents in their registration paperwork, and if you wish for your child to use ONLY what is provided from home, please make that clear to their teachers.

Medication

Should your child require medication of any type to be administered during school hours, we need a letter from their doctor giving Little Swans staff permission to administer it. Medication must be brought in by the parent (not the child or in the child's lunchbox), and remain in the original container provided by the pharmacy with the child's first and last name. Parents sign a form upon dropping off medication, detailing the amount and frequency that the medication needs to be administered. Please give the medication to your child's teacher so it can be stored out of reach of any children.

Parents also fill out a form giving Little Swans staff permission to administer any non-prescription topical substances to your child, such as chapstick, lotions or balms. Please write your child's first and last name on these items, and give them to your child's teacher at drop off so they can be stored out of reach of any children.

Pets

We do not allow large pets into our classroom due to health and safety reasons. There may be special occasions when we can arrange for an "animal visitor" to visit our classroom, but arrangements need to be made in advance with your child's teacher. State Licensing Laws do

not allow specific animals to enter the classroom, and some children are afraid of certain animals. We will work with families to the best of our ability to ensure a positive experience for all, should an “animal visitor” come to our classroom.

Accidents or Injuries

General first aid (bumps, abrasions, and taking the child’s temperature) is administered by Little Swans staff, all of whom are First Aid and CPR certified. If your child requires an EpiPen, we must have one on hand at all times in case of an emergency. For any injuries that occur above the shoulders, Little Swans staff notify the parent. Little Swans students have access to the Sant Bani School nurse, should they need additional services, with family consent. Little Swans staff notify parents if the school nurse has been visited by their child.

Emergency Preparedness

Should an emergency event occur, it is crucial to keep transportation routes and communication lines open. Parents should not attempt to drive to or phone the School. As information can be shared, parents will be notified through our Emergency Alert System, One Call Now.

The School practices the following safety drills throughout the year:

- **EVACUATION:** To provide instruction and practice of the appropriate evacuation of school buildings in case of fire or when the building poses an unsafe environment.
- **REVERSE EVACUATION:** To provide instruction and practice on how to enter school quickly in order to avoid a dangerous or potentially dangerous situation outside the school building.
- **LOCKDOWN DRILL:** To provide instruction and practice to confine all students, staff and visitors to their present location to limit their exposure to the risk of outside contaminants, people or animals inside or outside the building. Staff, students, parents and visitors will not be allowed to enter or exit school buildings until the event has been resolved.