

CECC Family Handbook

Mission Statement

The mission of the Coventry Early Childhood Center (CECC) is to provide all of its students with the opportunity to acquire the knowledge and skills necessary to learn, as well as, to contribute and participate in a culturally diverse, rapidly changing society and to live a productive life. By working in concert with the family and community, an educational partnership will assist all children to achieve these skills and knowledge.

We will work to ensure all children will reach their individual potential with an appreciation of the lifelong learning process. We support the premise that learning is challenging, rewarding, and fun. We encourage teachers to provide opportunities for participation in the democratic process and the development of democratic values and ideas. We encourage family and community involvement in support of our school.

Philosophy

The early years are a time of tremendous learning and growth. At CECC we believe that all children are competent learners and capable of positive outcomes. The success of every child is important to us. Our goal is to provide a preschool program for 3 and 4 year olds that support learning in all developmental domains (personal/social, physical, creative and cognitive) in an environment that is appropriate to the developmental needs of young children. This includes providing support and services to children and families to ensure that all children can reach their potential and be successful in the school community.

Anti-Bias Statement

The Coventry Early Childhood Center, Inc (CECC) is a non-profit, non-stock corporation. Consistent with CECC policy, the Preschool Program does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability or handicap, veteran status, or sexual orientation. The Early Childhood Education professionals at the CECC understand that at an early age children can absorb our society's biases of gender, age, color, language, and physical characteristics. We believe that the anti-bias curriculum that we embrace supports children as they explore, celebrate, and understand differences. Our approach acknowledges that children and adults can be empowered to stand up for their rights and the rights of others and to recognize and question social injustice. We challenge the children and ourselves to:

- ◆ explore issues of fairness as seen from a child's perspective;
- ◆ see conflict as a challenge in problem-solving;
- ◆ be open to differing perspectives, ideas, attitudes and behaviors;
- ◆ monitor our words and actions for unconscious bias or prejudice; recognize and demonstrate respect for diversity among people.

CECC Organization

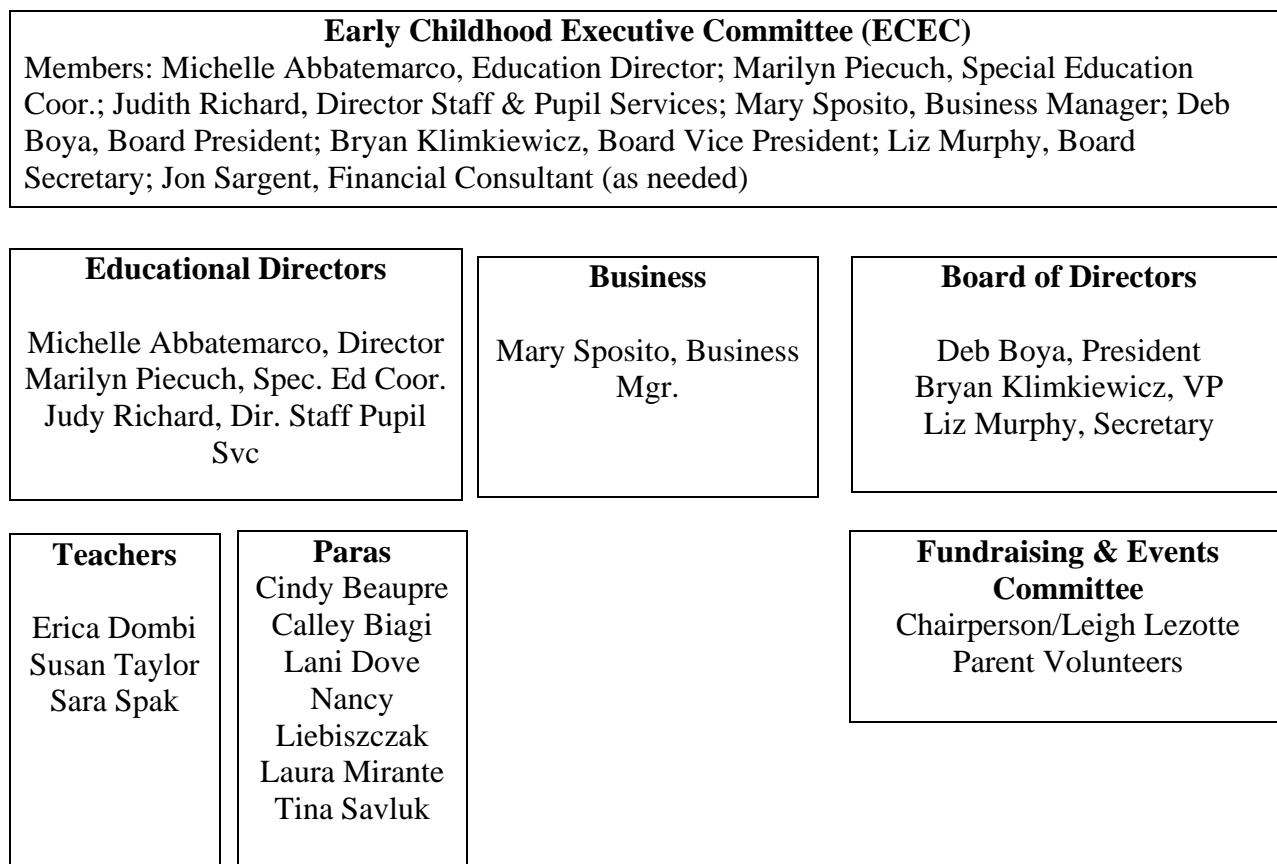
The Coventry Early Childhood Center, Inc. (CECC) is made up of a private preschool, early intervention services through the Coventry Board of Education, and the Readiness Program for the town of Coventry.

The governing body consists of the Early Childhood Executive Committee (ECEC) which is comprised of the Board of Directors including the President, Vice President and Secretary. These Board members are a self-perpetuating board of parent volunteers and serve a term of at least two years. The Board of Directors serve as officers of the CECC and their purpose is to maintain the integrity and foundation of the preschool organization.

Other members who are permanent employees of either the Board of Education or the CECC consist of the Director of Staff and Pupil Services and the Special Education Coordinator from the Coventry Board of Education, the CECC Education Director and the CECC Business Manager.

All policies and procedures are developed collaborating with all members of the committee and meetings are held on a monthly basis to execute an action plan throughout the year.

Structure



Early Childhood Executive Committee (ECEC)

The Early Childhood Executive Committee (ECEC) will serve as the governing body of the CECC, Inc. The ECEC purpose is to direct and manage all aspects of the preschool operations. This entity will ultimately oversee any subordinate committees.

Members consist of:

- ◆ Director of Staff and Pupil Services, Board of Education
- ◆ CECC Preschool Director
- ◆ Special Education Coordinator
- ◆ Self Perpetuating Board of Directors
- ◆ Financial consultant (as needed)

Self Perpetuating Board of Directors (BOD)

The Board of Directors will serve as officers of the Coventry Early Childhood Center, Inc. The BOD's purpose is to maintain the integrity and foundation of the preschool organization. This entity will also oversee the Fundraising and Events Committee (FEC).

Members consist of:

- ◆ President
- ◆ Vice President
- ◆ Secretary

Fundraising and Events Committee (FEC)

The FEC will coordinate and execute all fundraisers and events for CECC. The FEC will be guided by the Board of Directors and will serve as liaison to parent volunteers

Members consist of:

- ◆ Chairperson
- ◆ Parent volunteers

Staff

Position	Name	Credentials
Director/Teacher of CECC:	Michelle Abbatemarco	<i>M.A. Early Childhood B.S. Family Studies</i>
Teachers	Susan Taylor	<i>M.A. Special Education B.A. Education</i>
	Sara Spak	<i>B.A. Early Childhood Education</i>
	Erica Dombi	<i>M.A. Special Education B.A. Early Childhood</i>
PARA Educators	Calley Biagi	<i>Certificate of Developmental Associate - 2007-2008</i>
	Cynthia Beaupre	<i>Certificate of Developmental Associate - 2007-2008</i>
	Nancy Lebiszczak	<i>Certificate of Developmental Associate - 2007-2008</i>
	Tina Savluk	<i>B.A. Psychology</i>
	Laura Mirante	<i>Continuing Education</i>
	Lani Dove	<i>B.S. Music</i>
Speech Pathologist	Fran Gustavesen	<i>M.S. Speech Pathology</i>
	Stacey Fulton	<i>M.S. Occupational Therapy</i>
Physical Therapist	Linda Tomaszewski	<i>M.S. Physical Therapy</i>
Special Education Coordinator	Marilyn Piecuch	<i>M.A. Special Education B.S. Speech Pathology</i>
Business Manager	Mary Sposito	

Certification/Accreditation

The CECC is a licensed preschool by the State of Connecticut and is evaluated every two years by the Connecticut Department of Health.

The CECC is affiliated with the Coventry Public School System as it offers special education services to children with special needs. This portion of the program is governed and funded by the Coventry Board of Education.

Teachers hold Bachelors and/or Masters degrees and are certified by the state of Connecticut. PARA Educators (Teachers aides) hold Certificates of Developmental Associates and/or continuing education.

The CECC is in the process of obtaining accreditation through the National Association for the Education of Youth Children (NAEYC).

Classroom Curriculum

Our curriculum is based on the Connecticut Preschool Curriculum Frameworks.

There are a number of principles from which the development of the Preschool Curriculum Framework emanates. The following are guiding principles:

Early learning and development are multidimensional; developmental domains are highly interrelated.

- ❖ Development in one domain influences development in other domains. For example, children's language skills affect their ability to engage in social interactions. Therefore, developmental domains cannot be considered in isolation from each other. The dynamic interaction of all areas of development must be considered. Content standards and performance standards listed for each domain could also be cited in different domains.

Young children are capable and competent.

- ❖ All children are capable of positive developmental outcomes. Therefore, there should be high expectations for all young children, regardless of their backgrounds and experiences.

There are individual differences in rates of development among children.

- ❖ Each child is unique in the rate of growth and the development of skills and competencies. Some children may have a developmental delay or disability that may require program staff members to adapt expectations of individual children or adapt experiences so that children can be successful in achieving a particular performance standard. Additionally, each child is raised in a cultural context that may affect the approach that the teacher uses with each child.

Classroom Curriculum (cont'd)

Children will exhibit a range of skills and competencies in any domain of development.

- ❖ All children within an age group should not be expected to arrive at each benchmark at the same time or master each standard to the same degree of proficiency.

Knowledge of child growth and development and consistent expectations are essential to maximizing educational experiences for children and to developing and implementing programs.

- ❖ Early care and education program staff members must agree on what they expect children to know and be able to do (benchmark knowledge) within the context of child growth and development. With this benchmark, early childhood staff members can make sound decisions about appropriate curriculum for the group and for individual children.

Families are the primary caregivers and educators of their young children.

- ❖ Families should be aware of programmatic goals, experiences that should be provided for children and expectations for children's performance by the end of the preschool years. Program staff members and families should work collaboratively to ensure that children are provided optimal learning experiences. Programs must provide families with the information they need to support children's learning and development.

Young children learn through active exploration of their environment through child-initiated and teacher-selected activities.

- ❖ The early childhood environment should provide opportunities for children to explore materials and engage in concrete activities, and to interact with peers and adults in order to construct their own understanding about the world around them. There should therefore be a balance of child-initiated activities so as to maximize children's learning.

Hours & Days of Operation

Class	Days	Times
3 Year Old – AM	Thursday/Friday	8:30 – 11:00
3 Year Old – PM	Thursday/Friday	12:00 – 2:30
4 Year Old – AM	Monday/Tuesday/Wednesday	8:30 – 11:00
4 Year Old – PM	Monday/Tuesday/Wednesday	12:00 – 2:30
3 & 4 Year Old – AM	Monday through Friday	8:30 – 11:00
3 & 4 Year Old – PM	Monday through Friday	12:00 – 2:30
3 & 4 Year Old – AM	Optional Days	8:30 – 11:00

Health and Medical Policy

In compliance with the State of Connecticut Department of Public Health, a health form for your child must be submitted and kept on file at the preschool. This health form must indicate that your child has had a physical exam within the past 12 months, that she/he is in good health, and that she/he meets current vaccination requirements. The health form must be signed by a physician. By law, your child will not be allowed to attend school without a current health form on file, and no exceptions can be made. Health forms may be mailed to the P.O. Box or hand delivered to the preschool office. Teachers cannot accept health forms.

There is a physician on call when needed. We are also able to call the nurse at the Coventry Grammar School for guidance.

If your child has (a) any serious medical conditions, (b) serious allergies (to food, medication, or insect stings), or (c) any other physical or medical restrictions, you will need to provide a *Coventry Public Schools Authorization for the Administration of Medicines by school personnel* form. This form must be signed by your physician stating the problem, as well as any special procedures that must be followed in the classroom. The form is available in school office.

Because we do not have a nurse on duty in our building, parents should be home during school hours or have an emergency number where an adult will be able to pick up your child and care for him/her until you return. At all times, the school must have some way of reaching a parent or legal guardian in case of emergency or illness. Please be sure your emergency cards are filled out and returned, and **kept up to date.**

Registration

CECC registration policy is based on a first come, first served basis. The first two weeks of registration are open to CECC's existing families, the next two weeks are open to Coventry residents, and final registration is opened to all who wish to apply. CECC will require a non-refundable \$25.00 registration fee for each family that applies.

The preschool recognizes that extenuating circumstances in a family might necessitate withdrawing a child from school. If withdrawing your child from CECC, please contact the business manager immediately.

Preschool Program Funding

The preschool is funded through 4 sources:

- 1) Parent tuition fees
- 2) The School Readiness Grant
- 3) The Coventry School System ~ Special Education Funding
- 4) Fundraising Projects

A \$25.00 non-refundable annual registration fee is required at registration. All fees are to be paid by check to CECC. This fee is charged per year.

Tuition

Tuition will be paid in THREE installments.

- ◆ The **1st installment** is due by **August 15th** of the enrolled school year.
- ◆ The **2nd installment** is due by **November 15th** of the enrolled school year.
- ◆ The **3rd installment** is due by **March 15th** of the enrolled school year.

Tuition may be paid in full at any time during school year. Tuition checks are to be made payable to CECC and must be mailed to paid in the office.

**CECC
P.O. BOX 251
COVENTRY, CT 06238
ATTN: TUITION**

TUITION PAYMENTS MARKED LATER THAN THE 20th of the month are considered late and are subject to a \$25.00 late fee. Should any tuition installments be 30 days past due, you will be contacted by our Business Manager regarding your child's continued participation in the program.

Class	Installment Payment	Total
3 YR Old – 2 Day	\$250	\$750
4 YR Old – 3 Day	\$375	\$1125
3 & 4 YR Old Options 4 Day	\$	
3 & 4 YR Old – 5 Day	\$500	\$1500

Parents Rights & Responsibilities

SNACK – parents will be responsible for supplying a nutritious snack and 100% juice for their child each day she/he attends. Please refrain from serving nuts and nut products due to allergies. Everything should be prepared ready to serve, with napkins, utensils, etc.

COMMITTEES – parents interested in volunteering their time can do so in one of the following ways: Fundraisers, Teacher’s Helpers, or ad-hoc committees created for a special event.

Parents are the most important people in children’s lives. They are also their first and primary teachers. Early childhood programs are far more effective when the parents are involved in meaningful ways so that children’s learning is viewed as a joint effort between early childhood educators and parents. This involvement begins with a mutual respect and trust. The early childhood educator provides knowledge of child development and early childhood education and parents contribute specialized knowledge and experiences about their children. When young children observe positive and genuine communication between their parents and teachers, they feel that their two worlds are connected.

Families may visit any area of the facility at any time during to programs regular hours of operation.

Emergency Health Care Policy

When a child becomes sick or an accident occurs, determine the severity of the situation and contact the parent/authorized person or arrange for transportation to the hospital. Call for an ambulance. One staff member (Teacher, Director, Coordinator, or Para) should accompany child to the hospital and take the child’s folder. Remain with the child until the parent or alternative pick-up arrives. If parent cannot be reached, contact the designated person on the child’s permission form. During any field trips, take all children’s permission forms and follow same instructions as above. Also, take along a First Aid Kit.

Emergency Telephone Numbers

EMERGENCY	911
Fire	742-3512
Police.....	742-7331
Poison Control	1-800-222-1222
Hospital	
Windham.....	(860) 456-9116
Manchester.....	(860) 646-2177
Hartford.....	(860) 545-5000
Nurse, Paula Curtiss.....	742-4558

Building Security

The safety and security of the children and staff at the center is important to us. As a result, the following security system procedure is in place:

- ❖ Doors will be locked Monday through Friday 8:40-10:50 am and 12:10-2:10 pm.
- ❖ For admittance press the call button located on the right side of the front door
- ❖ A staff member will ask your name and reason for visit
- ❖ Press and hold the call button to respond
- ❖ Give your information and a staff member will let you into the school

Confidentiality

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, children, staff, or program's confidential information is a *strict* policy of the Preschool. Violation of these rules is considered serious and will result in discharge without prior warning. Observe professional ethics at all times and never discuss children, families, or staff elsewhere. Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence. No use of a child's name is permitted in any journals or papers related to your work here. If you personally know some of the children or families please keep those relationships separate from your work here at the Preschool.