



aces

International

Preschool and Childcare Center

A Bilingual English and Spanish Preschool and Childcare Center

Parent Handbook

2023-2024

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Phone: 203-266-4392

<https://www.aces.org/schools-programs/aces-international-preschool-and-childcare-center>

ACES International and Childcare Center provides high-quality programming for children.



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Welcome! All ACES International Preschool and Childcare Center programs teach children in the most natural, delightful way, so learning is effortless, while ensuring that children are happy, motivated, and constantly stimulated.

- ACES International Preschool and Childcare Center's holistic methodology and rich content is built on a deep understanding of how children learn best. It supports developmental milestones, different learning styles, and uses stories, songs, rhymes, movement, and all the senses to create a memorable and enriched learning experience.
- Here, every child has the opportunity to develop at their own pace, getting the personal attention they deserve. And, most of all, they get the positive reinforcement that helps them thrive and build self-esteem.
- For decades, the innovative educational methodology has proven to be highly successful around the world.

Giving every child the attention they deserve and the education they need.

Vision

Our vision is to provide educational excellence, enjoyment, and creativity through unique methodologies, materials, and technologies, benefiting children everywhere.

Licensing

All of the programs offered by ACES International Preschool and Childcare Center are State Certified and fully licensed by the State of Connecticut, Office of Early Childhood. Children may be enrolled in our preschool programs for any combination of days per week. Minimum enrollment requirements vary per program. Make-up days are not available; however, additional days may be added as approved by the office or director.

Curriculum and Assessments

The curriculum is based on ACES International Preschool and Childcare Center Methodology and the Connecticut Early Learning Development Standards. We assess each child's progress on an ongoing basis and determine developmentally appropriate activities to improve children's skills. Assessments are shared with families at conferences.

Our Unique Methodology

 <p>Repeated Background Hearing Reinforces Spanish as a mother tongue.</p>	 <p>Personal Attention More opportunities to speak and interact.</p>
 <p>Positive Reinforcement Builds confidence and inspiration to learn.</p>	 <p>Activities and Games Interaction enhances effective learning.</p>
 <p>Fun and Joyful Learning Children learn best, when having fun.</p>	 <p>Songs Grammar and vocabulary absorbed through music.</p>



Students will have sufficient opportunities for indoor and outdoor physical activities, which will allow for fine and gross motor development.

The schedule will include opportunities for problem-solving experiences to support language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language
- Motor activity
- Language learning experiences
- Experiences that promote self-reliance
- Health education practices
- Child-initiated and teacher-initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious meals and snacks
- Toileting and clean up

Operating Policy

Days and Hours of Operation

The ACES International Preschool and Childcare Center is open Monday through Friday for a school-year contract and full-year contract.

Hours of operation: 7:00 a.m. to 5:30 p.m.

Lower School Program: 9:00 a.m. - 12:00 p.m.

Upper School Program: 9:00 a.m. – 1:00 p.m.

Enrichment Program: 1:00 p.m. – 3 p.m.

Options for before and aftercare available.

Our school calendar closely aligns with the Region 14 school calendar, but may differ with school closings for inclement weather or special circumstances.

Admission

Each child entering the ACES International Preschool and Childcare Center must have updated:

- Application and registration agreement
- Emergency form
- Early Childhood Health Assessment Record, signed and dated by pediatrician (updated yearly)
- Current Immunization documentation
- Tuition Express sign-up for new students



Tuition

Request annual tuition rates at the admissions office.

A non-refundable registration fee must be paid at the time of your child's first enrollment in our program. A subsequent renewal fee will be charged at the time of re-enrollment. For budgeting purposes, school tuition is divided into twelve equal payments. Preschool payments are due by the 30th day of each month. After and before care are due by the 15th of each billing month. No allowance will be made for personal family vacations or sickness when your child is not present. Parent may opt to enroll in our Tuition Express program.

We will not accept cash payments. Acceptable forms of payment are personal checks, bank checks, or money orders or payments through Tuition Express. Make checks out to ACES International Preschool and Childcare Center. Contact our office immediately if there will be a delay in payment or if you have any questions regarding billing. Receipts for payments are available upon request. We may dismiss a child due to lack of payment.

Registration/Enrollment

Advance registration in preschool programs for the following school year will be accepted at any time; however, we reach our maximum enrollment quickly; therefore, we recommend early registration. Forms for this purpose will be distributed in January and places for all children currently enrolled are reserved until January 31st. Enrollment is open to the public as of February 1st. We accept new enrollees throughout the year, depending on availability.

Tours are provided upon request. Please call for an appointment.

Required Forms

Upon acceptance of your child into our preschool or before or aftercare program, five forms must be completed and returned to us:

- Registration form, along with a non-refundable registration fee for the school year.
- Physician's health form
- Emergency information form with a minimum of two emergency contacts other than parents.
- Emergency card
- A sunscreen permission form

These forms must be returned to ACES International Preschool and Childcare Center prior to the first day of school. As a State licensed childcare facility, Connecticut law requires that these forms be in our files for your child's protection. If you have lost or misplaced these forms, you may print them off of our website or contact us so that copies can be sent. Please note that a yearly physical and a yearly flu shot is mandated by the State for all preschoolers. Children without updated medical forms will not be allowed to attend until required forms have been submitted to our office.



Withdrawal of Children

Parents must give the center at least a notice of 30 days when withdrawing their child from the ACES International Preschool and Childcare Center. All tuition through the 30 days remains due.

Agreement with Parents

Please call and let the office know if your child is going to be absent or late for any reason.

An adult must accompany the child to and from the school/classroom every day.

Please leave two spare outfits in your child's cubby/bookbag.

Please label all of your child's items (e.g., bookbag, water bottle, lunch/snack bag, etc.)

Toys are not to be brought from home, except on specified days.

Any changes in address, phone number, employment, etc. must be given to director in writing or via email.

Meals and Snacks

ACES International Preschool and Childcare Center encourages nutritious vegan meals for breakfast, a.m. snack, lunch, and p.m. snack. Food can be kept warm or cold using an appropriate thermos or food container.

Parent Access to Program and Facility

Parents are encouraged to volunteer their time and to visit their children whenever possible.

Drop-off and Pick-up

Parents, guardians, and authorized adults must walk their child into the ACES International Preschool and Childcare Center building and upon arrival accompany the child to their respective classroom. Please sign in your child at the computer terminal or use phone app after classroom drop off.

At pick-up time, sign out your child at the computer terminal first and then get your child at their respective classroom.

The names and phone numbers of the people who may pick-up your child must be shared with the office. No child will be released without prior written/verbal permission from the parent/guardian.

Identification is required for people other than parents or guardians picking up your child.

Any child who is dropped off for preschool or kindergarten prior to 8:53 a.m. will be charged for before care. Any child who remains more than seven minutes beyond the ending time of their program will also be charged for aftercare. There is a **\$50 late fee** posted to your account if you leave the building after 6:00 p.m. for pick up.



Closing Time

Please be on time for pick-up. If you are running late, contact the ACES International Preschool and Childcare Center. If a child has not been picked up within fifteen minutes of our closing time, an ACES International Preschool and Childcare Center teacher or staff member will call the person listed for the child's pick-up. If they cannot be reached, the staff member will call the emergency, alternate people listed on the emergency list. The authorities, the police, may be called after one hour or more if parents or other adults specified on the permission list cannot be reached. At that time the child may be released to the police.



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Separation

It is usually easier on the child and parent if the parent does not linger when it is time to separate at the start of the child's school day. Please say your goodbyes and leave promptly on a positive note. You can always call in later to check on your child if you are concerned.

Communication with Family

Communication is encouraged between parents and faculty. When necessary, teachers will initiate conferences with parents. Parents are invited to request conferences with teachers and directors as well. In addition, scheduled conferences are available.

Families should make faculty aware of any personal changes in home life or family dynamics that may affect your child's emotional well-being.

Confidentiality

Employees of ACES International Preschool and Childcare Center respect the confidentiality of all students and families at all times.



Parent Group

A parent group is formed each year, which may include a parent classroom representative. This important group meets periodically to facilitate the organization of classroom activities, special events, projects, and fundraisers. Parents interested in being involved should speak to their child's head teacher or to the director.

Safety and Security

Parents will get an identification code to use to enter the ACES International Preschool and Childcare Center premises and a personal identification code to use with their children to sign in and sign out of school.

Any person who does not have an identification code must ring the doorbell and a member of the faculty will answer the door and check ID. Please do not open or hold the door for anyone you do not know or recognize.

Once you sign your child out at the computer terminal, the child is no longer the responsibility of ACES International Preschool and Childcare Center. It is important to be vigilant in the busy parking lot and to hold your child's hand to ensure safety.

Supervision Plan

- A staff ratio of no more than 10 children per staff over the age of 3 shall be maintained at all times, including indoor, naptime, and outdoor. At least two staff members shall be present at all times.
- The group size shall not exceed 20 children over the age of 3 and not more than 8 children for children under the age of 3.
- Children are carefully watched while inside and outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.
- When a child goes inside to use the restroom from outdoors, a staff member is designated to accompany them. Children are not to travel from the outside to inside by themselves.
- Children are carefully watched while at play or during an activity within the building, including bathroom use.
- When a child or children use the bathroom, adequate staff will always be present.



Health/Medical Care

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill, parents will be notified and the child will be moved to the Director's office, with a cot available. A staff person will remain with the child at all times.

When in doubt, keep children with compromised health at home.

It is in everyone's best interest that children who may be sick be kept at home.

We understand that it is difficult for a family member to leave or miss work. To protect your child and other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable and excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling or other causes.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 48 hours after treatment and child is no longer sick.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.
- Ear infection, until after initiation of antibiotics, providing ear infection is not accompanied by fever or other signs of illness.
- Coxsackie, until lesions are gone and fever free for 24 hours and has no other symptoms.
- Coup, until 48 hours after initiation of treatment and providing they are symptom-free.

Skin Conditions

- Ringworm, after 2 days of therapy.
- Herpes Simplex, until active lesions have dried up.
- Impetigo, 48 hours after effective therapy.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Head Lice

- Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check.

ACES International Preschool and Childcare Center faculty are certified by the American Heart Association to administer first aid and infant/child CPR. Some faculty members are certified to administer medication. In the event of an emergency, these individuals may administer an Epipen.

If your child has a life-threatening allergy, ACES International Preschool and Childcare Center must be notified and an Epipen must be provided prior to your child's attendance.



Medications

Our staff will dispense medication with the proper paperwork which must be approved by the ACES International Preschool and Childcare Center nurse. If your child needs an Epipen, it must be in the original container. Your pharmacist will give you an extra labeled Epipen to send to school. Antibiotics now come in a form that can be administered just twice a day. We prefer that you ask your doctor for this type of antibiotic to be administered only at home.

Tylenol or other medications approved by ACES International Preschool and Childcare Center nurse will be administered by licensed staff to dispense medication only in the following circumstances:

1. A doctor's written authorization is in your child's file.
2. The Tylenol/medication is provided by the parent in exactly the same form as it is authorized by the doctor.
3. Your child requires Tylenol to reduce pain brought on by teething.

If your child has a fever due to illness, you will be contacted and asked to bring your child home to treat your child there.

ACES International Preschool and Childcare Center reserves the right to call 911 for emergency medical treatment.

Food Allergies

Please make sure that ACES International Preschool and Childcare Center is fully aware of your child's allergies. The school nurse will contact all parents whose child has allergies. Special provisions may be made for children who have food allergies. Please speak to your child's teacher. If your child's pediatrician advises an Epipen, one must be provided to be kept onsite at all times.

ACES International Preschool and Childcare Center has a "No Nuts" policy. Please refer to the information in your preschool packet or inquire at the office for more information about this policy.

Medication Policy

The center will store and administer prescribed inhalers and epi-pens, non-prescription medications and Emergency oral medications (Benadryl) with parent's consent. An authorization form, which must be signed by doctor and parent, is available at the center.

All medications must be in their original container and clearly labeled with child's name and directions for use.

Except for non-prescription medications and pre-filled injectables (epi-pens) all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be double locked. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children.

The center will keep accurate documentation of all medications administered. Included in the documentation are:

- Date, time, and dose the medication was administered
- Signature of the staff administering
- Any Comments

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of medication by our nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer medications.

Nap and Rest

Children who attend a full-day program have a rest period in the afternoon. Children bring a yoga mat for the school year. Families send a clean sheet and blanket each Monday. On Friday the sheet and blanket are sent home to be laundered. A special stuffed animal may be sent to school. Quiet activities are available for children who do not wish to rest.

Potty Training

Children are not ready for underpants at school until they no longer have accidents in their pull-ups. Please keep in mind that two teachers are responsible for as many as 10 children. Accidents are not only embarrassing for the child, but may cause a health hazard to everyone in the room. Please pack extra pull-ups and extra clothes in your child's backpack.

When your child is ready to train, speak to the teacher. The teacher will be happy to remind your child gently to use the potty and will accompany the child to the bathroom, providing help, encouragement, and applause. Please note that teachers may be training several children in the classroom. Therefore, dress children in clothes that are easy to pull up and down and on and off. Intricate clothing (e.g., tights, buttons, buckles, and patent leather shoes) may have to wait until after the training process when children are more independent.

Remember attitude greatly influences your child's self-esteem. Your child can either feel a sense of pride and accomplishment or guilt and frustration. You are a contributing factor, and we are too. Let's work together to support positively the process of potty training!

Toileting

Children registered for preschool are strongly encouraged to be toilet trained. Children who have not completed their training, a planned approach will be developed for both school and home. Parents and teachers can work collaboratively to support consistently the child.

Discipline Policy

A Great Teacher Takes a Hand, Opens a Mind, and Touches a Heart.

The ACES International Preschool and Childcare Center understands how children learn best. It supports developmental milestones and different learning styles. Here, every child has the opportunity to develop at their own pace by getting the personal attention they deserve. And, most of all, they get the positive reinforcement that helps them thrive and build self-esteem.

Our discipline policy is founded on *positive reinforcement*, setting clear limits, and redirection. Teachers use strategies to reduce stress and build a positive environment, so students develop emotional resilience and learn more efficiently at higher levels of cognition.

When conflicts arise, the teacher will encourage restorative practices, such as, talking among those involved. The goal of this practice is to acknowledge feelings and find solutions, using children's ideas as often as possible.

When talking or redirection do not result in better self-control, a child may be asked to make an activity choice in another area. Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or other member.

Biting

We are vigilant and try to catch the biting before it happens. If biting does occur, we firmly tell the biter "no bite" and remove the child to another place in the classroom. If we are aware of the situation, we will send home an Ouch Report. We apply ice to a bite if needed and if a bite results in broken skin, we immediately call the parent of the child that was bitten. We give all of the children reminders during the course of the day to use nice hands and to treat each other nicely. We always speak to the parent of the biting child to find out if there is something going on at home that may help us to understand why the child is misbehaving. A change in routine or a change in family dynamics sometimes throws a young child off. Biting does not usually last long and disappears when a child develops more language skills.



Abuse and Neglect Policy

ACES International Preschool and Childcare Center staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

Suspected Abuse/Neglect/At Risk Reporting Connecticut General Statutes §17a-101, as amended by Public Act 02-138 and 11-93, requires certain school employees who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report these suspicions in compliance with applicable state statutes. These employees are mandated reporters (ACES Employees). Mandated reporters (ACES Employees) are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

1. Definition

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger by abuse or neglect).

Child Abuse Defined

A child who has had:

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect Defined

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally



- Allowed to live under circumstances, conditions or associations injurious to well being (CT statutes 46b-120)

2. Staff responsibilities:

As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

3. Specifics on reporting a suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800 842-2288.
- Call the Connecticut Office of Early Childhood at 1-800-282-6063 or 1-860-509 8045.
- The reporter's name is required, but may be kept confidential.

Information needed:

- Name of child
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child - if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF - 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.



4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training:

Staff will be required to attend bi-annual staff meetings, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet and each family will be given a copy upon enrollment.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to assess the cause of the child's injuries and offer support and guidance.

Photographs

During the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website, social media or print/ broadcast media or other promotional or instructional purposes, the school office must be alerted in writing.

Non-Discrimination and Confidentiality Statement

- The ACES International Preschool and Childcare Center will not discriminate on the basis of race, color, religion, age, gender, marital status, sexual orientation, national origin, ancestry, present or past promotion, discharge from employment or other terms and conditions of employment, except as otherwise permitted or required by law.
- All information about a student is confidential and is released to authorized personnel.

Dress Code

Children will play outdoors every day weather permitting. Please be sure your child has proper clothing on according to the weather. Whenever possible, children should be dressed comfortably in clothing that they can manage themselves. In cold weather, please send gloves,



hat, boots, etc. Make sure your child has a sweater or sweatshirt. In warm weather, an extra pair of shorts and a tee shirt is appropriate. For safety's sake, children should wear sturdy shoes or sneakers at all times—no clogs or flip flops.

All children have occasional accidents. Please send an extra set of clothing in your child's backpack. If your child wears diapers or pull-ups, please send in extra, including wipes. **We do not provide diapers or pull-ups.**

Remember to always label all clothing and belongings with your child's name, including jackets, hats, mittens, rainwear, boots, lunchboxes, etc.

Special Events and Field Trips

Many special events are held throughout the year. Reminders will be sent home to notify parents of special events. Special events and field trips will be scheduled throughout the year so that all children will have an opportunity to take part. More information to come.

Birthdays

We love to celebrate birthdays and encourage parent to send in a healthy snack to share. Please speak to your child's teacher in advance. Birthday invitations may be distributed if all children in the class are included (i.e., all boys/all girls/all).

School Calendar, Holidays, and Closings

Our school year calendar with regard to holidays and vacation time is closely aligned with the school system calendar of Region 14. An updated calendar is sent home yearly in an orientation packet and is posted on our website.

We will make an independent evaluation of the weather when Region 14 closes for snow. Closing for inclement weather will be posted on the wfsb website www.wfsb.com and broadcast on Channel 3/wfsb.