

THE WHITE BARN CHILDREN'S CENTRE

PARENT HANDBOOK



2024-2025

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thewhitebarncc.com

DEAR FAMILIES,

Welcome to the White Barn Children's Centre! We are very excited to have you as part of our program this year. The White Barn Children's Centre offers experiences typically found in child centered programs such as discovery-based learning through play, sensory exploration, large and fine motor activities, creative expression, making friends and developing social skills. What is unique about The White Barn is that we use the natural world as a catalyst for children's growth and development.



This handbook is designed to provide you with information about our program. Please read the following information carefully and keep it in a convenient place for future reference. By doing so, you can begin the new school year feeling fully informed. Throughout the year, you will receive newsletters and updates. Please read everything that comes home from school to avoid missing important information. Keep the staff informed of any changes to the original forms you submit, especially contact information for parents/guardians and emergency contacts. Our ability to respond appropriately to emergency situations partially rests on the accuracy of your child's records.

We invite you to work together with us to help your child experience the best our program has to offer. We look forward to partnering with you to provide a safe, enjoyable, and enriching program for your child. We have a fun filled year of learning through play ahead of us, and we are very excited to get to know you and your family. Thank you for sharing your children with us and for giving us the opportunity to share our love of nature with them.

If at any time you have any questions or concerns, please do not hesitate to ask.

Sincerely,
Erin Lavallee

Director
The White Barn Children's Centre
8 Robbins Road
Thompson, CT 06277

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MISSION

Our mission is to provide young children with high-quality, nature-inspired educational experiences that foster holistic development and a deep connection to the natural world. Through joyful, hands-on learning, we aim to inspire a love for nature while promoting mindfulness, social connection, and environmental stewardship.

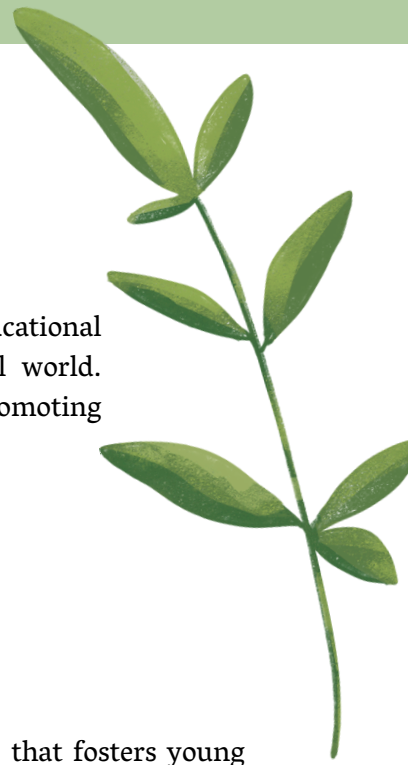
PHILOSOPHY

The White Barn Children's Centre provides an early childhood educational experience that fosters young children into a deep relationship with the natural world and plants the seed for life-long environmental stewardship. Through daily immersion in nature with caring teachers and a focus on supporting early childhood development, The White Barn fosters the growth of the whole child (cognitive, physical, social, emotional, creative), while cultivating a profound connection to nature. Utilizing integrated academic and social curriculum grounded in nature, The White Barn nurtures the well-being of each child while preparing them to succeed in school and life.

We believe early childhood is such a brief time in one's life and children should be free to be children. We provide preschoolers with abundant opportunities to play, practice social skills, gain self-confidence and self-manage behavior. We encourage children to cooperate, accept responsibility, embrace diversity, and practice respect. Our atmosphere helps children feel confident, valued, and accepted as individuals, which supports the development of a healthy self-image. We strive to meet the children's needs as individuals as well in group settings. We strongly believe becoming socially competent is the best foundation for children's futures.

CURRICULUM

Children unravel the beauty of the natural world through a balance of self- and teacher-directed activities at The White Barn. We believe children learn through play and construct their own knowledge through exploring their environment. We also believe children learn through interactions with their peers and teachers. To meet the needs of the children enrolled in our program, we provide self-selected activity time as well as teacher-facilitated activities. Our play-based curriculum meets state standards set forth in the Connecticut Early Learning Standards. Throughout the day, children have hands-on, direct experiences with the world around them. Nature and environmental education are infused into all areas of our curriculum, not taught as separate subjects.



PLAY BASED LEARNING

Young children have a vital need to play, play is their “work” and there are many benefits gained through that play. Our play based learning environment invites children to construct knowledge through their explorations. We carefully plan our environment and our activities to allow children to use all their senses to gather and process information. We do not use worksheets, coloring pages, flash cards or “cookie cutter” art projects. We are able to help children prepare cognitively, socially, emotionally, and physically for kindergarten through play.

- Play contributes to cognitive and physical development.
- Play teaches vital social and emotional skills that are linked with success in school and life.
- Play allows children to problem solve and reason.
- Play keeps the body and mind active.
- Play allows children to use all their senses to learn about the world, which forms solid connections in young minds.
- Play allows children to experiment and explore in a safe environment.
- Play gives children opportunities to make choices.
- Play allows children to learn and teach at the same time.
- Play helps children to sort and classify ideas.
- Play allows children to self-regulate.





What are the benefits of **NATURE BASED LEARNING ?**

As a result of their participation in The White Barn Children's Centre, children will:

- Feel comfortable in nature and connected to the land.
- Respect all living things and seek to disturb as little as possible in the natural world.
- Have confidence and motivation to explore, learn and grow.
- Have stronger social skills that prepare them for the learning environment and abilities required in kindergarten, including getting along with peers, being helpful, showing compassion, following directions and cooperating.
- Ask questions and desire to investigate answers.
- Be creative and intellectually curious.
- Become future stewards of our environment.

Research shows children who play in dirt are happier and healthier! A friendly bacteria found in soil has been shown to activate a group of neurons that produce the brain chemical serotonin, enhancing feelings of wellbeing. These earth elements allow children to explore the world using their senses, express themselves creatively and just have fun.

Children will come home dirty from The White Barn. We recommend that you allow yourself time to change and clean up before planning an activity after school. Wear clothes that can (and will) get muddy. We will splash in puddles, make mud pies in the mud kitchen, climb through mud pits, and dig in the sand. Although we will clean up as much as possible before going home, you may want to have a change of clothes in the car.

CLOTHING



As a nature based-preschool, children will go outside every day in all safe weather and temperatures and spend a large portion of time outside. We spend anywhere between 25-100% of our day outdoors depending on weather conditions. Exceptions during thunderstorms, threatening weather conditions and extreme heat or cold conditions. The following guidelines will help you ensure that your child comes to school appropriately dressed:

Spring

- Waterproof rubber boots
- Hiking boots or sneakers
- Jacket or sweatshirt
- Rain jacket w/hood
- Rain pants
- Hat
- Waterproof gloves

Summer

- Close-toed sandals/ shoes
- Sun hat
- Light-weight, long-sleeved shirt for sun protection
- Rain jacket w/hood
- Rain pants

Fall

- Waterproof rubber boots
- Hiking boots or sneakers
- Jacket or sweatshirt
- Rain Jacket w/hood
- Rain pants
- Hat
- Waterproof gloves or mittens

Winter

- Waterproof/insulated snow boots
- Waterproof snow pants
- Waterproof winter coat
- Multiple insulating layers
- Two pairs of waterproof mittens/gloves
- Scarf/neck cover
- Hat/ear covers
- Wool/fleece socks

All children must have two labeled changes of clothes at the school for emergencies. Changes of clothes should include underwear, pants, shirt, socks, and layers appropriate for each season.

ALL CLOTHING SHOULD BE LABELED, including boots, mittens, coats, etc. Although staff members will do their best to keep track of clothing, The White Barn is not responsible for lost articles of clothing.

For the safety of our children and to remain within the state ratio guidelines, a teacher will not be able to stay in the classroom with a child who is not properly dressed for going outdoors. If your child does not come to school with outdoor clothing that is appropriate for that day you will have to return with the appropriate clothing.

SCHEDULE & ATTENDANCE

Regular attendance is very important for your child to get the most from preschool. When there are frequent absences, a child may feel uncomfortable as they may not know the songs, activities, or the other children. Friendships are easier when children attend regularly.

We value spontaneity in activity and take advantage of the “teachable moment”. We also know young children benefit from knowing what will happen next. While the location of these events may vary, we will maintain a regular pattern of activities from day to day. The following is an example of a possible classroom schedule.

| | |
|-------------|----------------------------------|
| 8:00-8:45 | Arrival/Unpack/Bathroom |
| 9:00-9:20 | Morning Meeting |
| 9:20-9:30 | Bathroom/Handwashing |
| 9:30-9:45 | Snack on the go |
| 10:00-10:40 | Woodland Trail |
| 10:45-11:45 | Farm Playground |
| 12:00-12:30 | Bathroom/Hand Washing/Lunch |
| 12:45-2:15 | Quiet Time/Reading/Meditation |
| 2:15-2:30 | Sit Spot/Storytelling/Journaling |
| 2:40-3:00 | Snack on the go |
| 3:10-4:00 | Outdoor Exploration/ Nature Play |
| 3:45-4:00 | Reflection |
| 4:00-4:30 | Dismissal |



● Arrival

Arrival time is between 8:00-8:30 a.m. Early drop off is between 7:45-8:00 a.m. These are limited spots and must be approved in advance by the Center Director. Please respect the drop-off period by arriving at school on time. Arrival before class begins prevents teachers from preparing for the day. Arrival after the drop-off window disrupts the class flow. You must make contact with a staff member before leaving your child. Under no circumstances should children be dropped off at the entrance of the building and allowed to walk into the building or down to the orchard by themselves.

Late Arrival

Please let the staff know as soon as possible if you will be arriving late. Depending on the plans for the day, we may not be able to wait for late arrivals. If you arrive late and your child's group is away from the center, please use the walkie talkie on the front steps (ex "Ben is here for Ms. Sally's class") and we'll respond with a location on the property to drop off your child.

Sign In & Out Procedure

We will be utilizing the ProCare app. You are required to sign your child in and out each day. This is extremely important as we use it as our real-time attendance sheet for the day. In case of emergency, we need to have an accurate count of the children at all times. For example, if a child is picked up early while playing outside, the staff inside may not be aware. If that child was not properly signed out by their parent or guardian, during an emergency the staff may put themselves in danger looking for a child who has already left for the day. The staff all have access to the ProCare attendance list on their phones while outside of the school building and it is updated in real time.

Dismissal

Dismissal time is between 4:00-4:30 p.m. Late pick-up is between 4:30-4:45. These are limited spots and must be approved in advance by the Center Director. Your child looks forward to your return; therefore, we ask you pick your child up promptly at the end of the day. Please let us know beforehand if you will need to pick your child up early. Most days, children will be picked up from the upper outdoor play area. You must make contact with a staff member before taking your child home, so we are aware they have left for the day.

Late Pick Up

Due to after-class teacher responsibilities, a late pick-up fee will be incurred if a child is picked up past the center's closing time. The fee of \$50 for the first 15 minutes and \$2 per minute thereafter, will need to be paid separately from your regular tuition payments. We realize that under some circumstances, lateness cannot be avoided, and we require parents to call us should such a situation occur. If your child has not been picked up by 4:45pm, a teacher will call you at the phone numbers listed on your enrollment form. If you cannot be reached, teachers would call the emergency contacts listed on your enrollment form. If every effort to reach you and your emergency contact has been made, but no contact has been established, the police may be called for assistance.

Communication



The White Barn's goal is to cultivate a strong, supportive, inclusive community between classmates, families, and preschool staff. The White Barn has an open-door policy on communication between staff and parents and will conduct formal conference times to inform the parents or guardians of children's academic progress, as well as their social, emotional, and physical abilities. Staff are available before and after school each day for informal check-in conversations as well.

Regular, ongoing communication between family and school is the best way to ensure the staff can provide a positive, supportive school experience that is meeting the children's needs. The White Barn staff does their best to keep parents informed about daily happenings and program updates.

Daily updates from your child's teachers will be provided via the **ProCare app**. Routine communication and important announcements will also be sent via ProCare, and parent teacher conferences will be offered twice a year in January and June, with a social/emotional progress report in November.

If parents or guardians have information about children that should be passed along to multiple people (Center Director, Curriculum Coordinator, Teachers, or other White Barn staff etc.) we ask that it be sent via email if possible. This will allow us to share appropriate information effectively. If you have any questions about the center or your child's experience, please contact the Center Director.

If it is necessary to contact the preschool staff during class time, enrolled families can reach their child's teacher by messaging through ProCare. Additionally, in case of an emergency, contact information for the Center Owner and Center Director will be shared with enrolled families at the beginning of the school year.



SCHOOL CLOSINGS

Full tuition is expected while closed for Holidays, Professional Development Days, Winter Break and emergency or weather-related closures.

● Holidays & School Breaks

The White Barn Children's Center is closed in observance of: Indigenous People's Day, Veteran's Day, Thanksgiving Break, Winter Break (Christmas Eve through New Years day, returning on January 2nd), MLK Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day and Labor Day.

● Professional Development Days

The White Barn Children's Centre has one Professional Development Day when we are closed to students. This time is used for staff training in CPR/First Aid, Curriculum Development, Team Building, Best Practices Updates, Classroom/Space redesign, etc.

● Weather-related

Due to the nature of our program, we strive to appreciate and enjoy all weather. However, there may be times we feel it is unsafe for families and White Barn staff to travel to the center and reserve the right to determine weather related closures and delays on a case-by-case basis. In the event of a weather-related closure or delay, parents/guardians will be notified as soon as possible, via a ProCare message and Facebook post. In the event of a weather-related emergency during operating hours we will follow our Emergency Preparedness Plan.

● Unexpected Long-term Closure

The White Barn Children's Centre may experience long term closures due to public health emergencies or unexpected events that are out of our control. This may be caused by a forced closure from a government agency. We also reserve the right to if we feel it is in the best interest of families or teachers. In the event of an unexpected long-term closure, parents and guardians must pay a percentage of their tuition until we reopen. This will hold your child's place in the program. The percentage will take into consideration many factors such as anticipated length of closure, is the closure mandated by a governmental agency or The White Barn management, etc. and will be determined prior to the center's temporary closing.

We reserve the right to cancel programs any time it is deemed unsafe for children, staff or families to enter onto the property or to continue with the normally scheduled classes and events.

Birthdays & Gifts

Our goal is to celebrate each child on their birthday by honoring their life experiences and interests rather than by celebrating with food. The birthday child will be involved in planning a school activity they would enjoy doing with their friends. Before each child's birthday we will contact parents to gather stories and a few photos that can be shared with the class.



● Staff gifts

It is The White Barn Children's Centre's policy that staff members are not to accept gifts or tips. If you or your child would like to show appreciation to a teacher, we encourage handmade gifts and cards. If you'd like to contribute beyond a handmade gift, we encourage gifts that will benefit the program, such as books, bird seed for the feeders or an Amazon gift card.

Animals

The White Barn Children's Centre incorporates caring for live chickens into its programming. Children will participate in activities including changing bedding in nesting boxes, feeding, changing water, and collecting eggs. Children will only handle the chickens when closely supervised by staff. In addition, sometimes the preschool classrooms will have pets who are used for teaching, building relationships, and supporting children in their growth and development. Please notify the Center Director of any animal or other allergies your child may have, or other concerns you have regarding animals. Please do not bring pets at drop off or pick up time. **Pets are not allowed on The White Barn Children's Centre property unless prior approval has been given.**



Ticks

As a nature-based program, we will spend large portions of the day outdoors. We recommend you check your child for ticks every day when you return home.

● Before School

Apply insect repellent to your child prior to the start of school. Always follow product instructions. Apply this product to your child, avoiding the hands, eyes, and mouth.

● Upon Return Home

Check your child's clothing for ticks. Check all parts of your child's body, including under the arms, in and around ears, inside belly button, back of knees, in and around hair, between the legs and toes, and around the waist. Placing clothes in the dryer on high heat for at least 10 minutes will kill ticks. Conduct a full body check and bathe soon after returning home. Showering within two hours of being outdoors has been shown to reduce the risk of getting tick borne illnesses. If you find a tick, use tweezers or a tick key to remove the tick by pulling the head directly up from the skin. For more information about the proper way to remove ticks, visit https://www.cdc.gov/ticks/removing_a_tick.html

Outdoor Safety Expectations

We believe that exposing children to moderate risk and allowing them to develop an awareness of their surroundings is healthy for their development. Engaging activities like climbing, balancing, and running on an even ground allow children to strengthen their senses and develop self-confidence through facing challenges successfully.

We are aware of the potential risks that come along with outdoor play and have outdoor safety expectations set in place to help children understand their boundaries. We continuously assess our outdoor environment to help regulate risk and make safety adjustments as needed. As a precaution, we carry emergency whistles, walkie talkies, air horns, first aid kits, emergency contact information and our cell phones at all times. In addition, children wear fluorescent safety vests while playing down in the open orchard area.

● Climbing

Children are allowed to climb, but we encourage children to be aware of their surroundings, their proximity to others within a space, the placement of their body, and the potential risks they may be approaching. Teachers are not allowed to lift children up or assist with climbing as we trust that they will only follow through with challenges and risks that their body is developmentally prepared for.

● Sticks

Children are allowed to play with sticks, but we encourage children to be aware of their surroundings and their proximity to others within a space. We allow sticks no longer than twice the child's arm length. Longer branches may be dragged with one end on the ground or carried with a partner or a team. Sticks are not allowed to be used against another child, as a gun, or held while running.

● Throwing

Children are allowed to throw natural objects, but we encourage children to be aware of their surroundings and their proximity to others within a space. Objects can only be thrown away from others.

● Flora & Fauna

Children are expected to care for and respect all living things and to not intentionally cause harm, even when they are afraid. We encourage children to be quiet observers rather than physical handlers, especially when we are unable to confidently identify something. Although teachers are diligent about keeping children away from flora and fauna that may be harmful to them, skin irritation is sometimes unavoidable. We teach children to check for signs of skin irritation and we will conduct a daily "tick check" during warmer months.

● Wandering

Children are expected to physically see a teacher at all times. We often remind children that "I need to see you, and you need to see me. If you get lost, hug a tree." Although our outdoor learning environment is simple to navigate, we continuously keep count of children. The White Barn staff will conduct silent headcounts every 10 minutes and verbal headcounts before and after transitions, use walkie talkies to keep a good line of communication between teachers and carry emergency whistles as a signal for children to immediately find a teacher. Children who regularly wander away from the group after being given appropriate reminders may be removed from our program due to safety issues.

● Yelling & Screaming

Children are encouraged to use their “outdoor voice” and yell but screaming is not allowed as it cannot be distinguished from a cry for help. We often remind children that “screaming is for emergencies only.”

● Physical Contact

Children are expected to respect others’ personal space and to be aware of their bodies in relation to others. We often remind children that each person has the right to determine who touches them or comes very close to them. Children are encouraged to check in with others before touching them in any way. We provide children with words to express their boundaries such as, “please don’t touch me” or “I need space.”

Children are allowed to engage in physical play, but we have specific guidelines set in place. Although physical play is developmentally appropriate, it can be a confusing gray area for some children, making it difficult to understand boundaries. If physical play becomes aggressive, it’s not yet a safe form of play for the children involved. **Children who regularly cause harm to others after being given appropriate reminders may be removed from our program due to safety issues.**

CHILD GUIDANCE (discipline)

The White Barn Children’s Centre is committed to providing children with a healthy, safe, and enjoyable learning experience. Just as children need guidance to learn the ABCs, they need guidance to learn socially acceptable behaviors. Some children will need more guidance than others, we ask that all families be understanding as we work to help children develop and manage their social and emotional skills. We provide positive direction and guidance through simple, realistic, and understandable rules that are consistently observed.

The purpose of discipline is to teach children about self-control, acceptable social behavior, and respect for the rights of others. Our focus on discipline is preventive in nature and is built around constructive, developmentally appropriate behavior management strategies, such as reinforcement of positive behaviors, reminders, redirection, empathy, and natural and logical consequences. Our goal is to create an environment that encourages self-discipline and self-regulation. Interventions and consequences focus on as little teacher intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. **Discipline procedure shall be of positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing or withholding of food or fear tactics.**

Occasionally, children will have a hard time controlling their own behavior in a busy classroom or group setting. If a child's behavior is disruptive to the program or to the experience of others, appropriate actions will be taken. Disruptive behavior is defined as behavior that adversely affects the activities of the classroom. Examples include hitting, pushing, biting, kicking, throwing objects, damaging school equipment, or forcefully taking an object from another child. When disruptive behavior occurs, the child will be guided to check on the well-being of the injured child and then a brief discussion will occur that addresses identifying emotions and positive alternative behavior choices. A verbal apology will not be required, rather the child will need to show the injured child through actions that he or she is sorry. This could be a hug, drawing a picture, a pat on the back, or any other appropriate action the injured child finds comforting.

Part of our Child Guidance approach involves what we call "The Calm Corner." The Calm Corner is a peaceful and comforting area designed to provide children with a short break to manage their big feelings. Unlike a traditional "time-out," it is not a place for punishment but a supportive environment where children can refocus and center themselves. A staff member is always available during Calm Corner breaks to help the child work through their feelings if needed. This approach ensures that children learn to regulate their emotions and reintegrate into the group in a positive and constructive manner.

Parents will be notified of any inappropriate behavior and will be advised of steps taken in eliminating the unacceptable behavior. If frequent Calm Corner breaks are needed, or if a child's behavior is consistently disruptive to the program or to others, a teacher will notify the child's parents or guardians and schedule a conference to discuss the child's needs and develop a plan for dealing with the problematic behavior. If a child is engaging in dangerous behaviors or is abusing other children, staff, or property, the parents will be called, and the child will be sent home immediately.

Staff are trained in how to deal with challenging behaviors and how to develop individualized plans for children who need them. Behavioral issues and interventions will be documented on a written incident report and communicated to parents. The plan of action will clearly outline interventions that would be used and the behavioral expectations that are required for the child to be allowed to remain in the program. If appropriate individualized plans are ineffective and the child continues behaving inappropriately and or interferes with the safety or learning of other children, the Center Director will evaluate whether the child may remain in the program.

Every effort will be made to work with children and their families in resolving problematic behaviors. However, in the rare instances that these problematic behaviors continue even after all possible corrective measures have been implemented, it may be determined that The White Barn Children's Centre program cannot meet the needs of the child in question. For the best interest of that child, the preschool program, and the safety of the other children, parents may be asked to withdraw their child from the program.

● Toilet Training Policy

Due to the nature of our program, **we ask that children are potty trained completely before their start date. If you have any special considerations or concerns please discuss with school nurse or Director.** Toilet trained means the child can recognize their bodies need to use the bathroom during play and during sleep, can let an adult know when they need to use the bathroom, and can use the bathroom independently (pulling pants and underwear down, wiping if needed, flushing, pulling underwear and pants up, and washing/drying hands).

The White Barn Children's Centre has a bathroom schedule in place that will be implemented daily. Children will always be within a 10-minute walk of an indoor bathroom with running warm water and will have access to using these bathrooms throughout the day as needed. Students will always be supervised when traveling to and from the restroom and while in the bathroom, allowing for privacy during use.

In the event of a toileting accident, children will never be punished. Children will be cleaned appropriately by staff and wet/soiled clothes will be changed. All soiled clothes will be placed in a sealed plastic bag or zippered wet bag, stored out of the reach of children, and given to the parents at the end of the day. All children will be required to have two sets of clean spare clothes each day. Children who regularly have accidents (more than 1 accident a day in a 2 week time period) may be removed from our program until they have mastered the skill.

● Rest Time

Every afternoon, we have a designated quiet time for the children to sleep if needed, or to slow down, reflect, and rest their bodies. Individual cots will be provided for each child.

● Packed Lunch/ Snack Guidelines

Parents/Guardians are required to provide two snacks and a packed lunch each day. We're mindful about helping children learn about healthy food choices, we encourage whole foods and limited processed foods when possible. All foods should be ready to serve (meaning fruits peeled, sliced, etc. if necessary), and ideally in containers children are able to manage independently. Since we will be eating on the go frequently, please include an ice pack in your child's lunch box if there are perishable foods that need to stay cold. We will provide eating utensils if needed. We are aiming to be "garbage free" during snack/lunch times. This means all uneaten foods and leftover packaging will be sent back home in your child's lunchbox at the end of the day (apart from food scraps that can be added to our school compost). Children are provided with the means for washing their hands prior to eating.

Please send your child in with a filled leak proof/spill proof water bottle. Additional drinking water is always available to children if water is forgotten, or more is needed.

Please note we are a nut free center.

HEALTH & WELLNESS

Your child's health and safety are important to everyone. The following guidelines are in place to keep wellness a top priority and to limit illness.

● Handwashing

Handwashing is vitally important! It is essentially the first line of defense against the spread of germs. With proper handwashing, you can help prevent the spread of illnesses like the common cold, the flu, pink eye, intestinal infections, and more.



Children and staff must wash their hands:

- When arriving at school
- After toileting or diapering
- Before food preparation or food handling
- Before and after eating
- After assisting with or blowing your nose or sneezing
- After touching an animal
- When coming in from outdoors
- After cleaning
- Before administering medications
- Before and after giving first aid (when appropriate)
- After contact with a child's bodily fluid
- When hands appear to be dirty

● Immunizations

All children are required to be fully vaccinated, including annual flu shot OR have a medical exemption, the state of Connecticut no longer accepts religious exemptions. Immunizations certificates or waivers must be on file upon enrollment. Updated immunization records should be provided to The White Barn within two weeks of a required immunization.

● Antibiotic Therapy

Children prescribed antibiotics must remain at home for the first 24 hours after beginning on the antibiotic therapy, or complete three doses of antibiotics prior to returning to school. Your child may only return to school if they have reached a baseline status and are able to fully participate in the daily activities. The White Barn also reserves the right to send your child home if they are experiencing symptoms as mentioned in our current illness policy or if they are unable to participate in routine daily activities.

Medication Administration

All White Barn staff are trained in Medication Administration, First Aid, CPR, and Standard Precautions. If a child needs medication administered while under the care of The White Barn, parents/guardians must complete all necessary medication forms. A medication permission form may be obtained from any staff member. Staff members will dispense medication prescribed by a physician if the medicine is in the original container, with the original prescription label, and has clear instructions.

The White Barn Children's Centre is not allowed to dispense over the counter medication without a medication permission form signed by your child's medical provider indicating dosage and exact time for it to be given each day. No medications will be given "as needed". Medications will be kept in an area inaccessible to children. Controlled medications must be counted and safely secured in a locked container. A written medication log must be kept for each child and as part of the child's records.



Illness

Children who are ill must remain home. Children are required to stay home if they:

- Have a temperature of 100 degrees Fahrenheit or over
- Are vomiting
- Have diarrhea
- Have an undiagnosed rash
- Have an acute cold, cough, sneezing and/or runny nose
- Sore throat
- Head Lice
- Pink Eye

If your child develops any of these symptoms while in our care, we will make your child as comfortable as possible and immediately notify a parent/guardian. Your child will need to be picked up within one hour of being notified.

We reserve the right to send a child home upon arrival if they appear to be ill or if they are not well enough to fully participate in the daily activities. Children who are ill must remain home.

| Illness | Return to Program |
|------------------------------|---|
| Diarrhea/Vomiting | 24 hours after the last incident. |
| Fever (100.4 or above) | 24 hours after being fever-free without medication. If the 24 hour time period ends after 12pm, please keep your child home until the following school day. |
| Pink Eye / Conjunctivitis | 24 hours after starting treatment with a doctors verification of treatment. |
| Strep Throat | 24 hours after starting antibiotics, with a doctor's note. |
| Hand, Foot & Mouth | 24 hours after being fever-free without medication and without fluid filled blisters. Blisters must be dry. |
| Rashes & Infected Skin Spots | With a doctor's note stating the spots or rashes aren't contagious. |
| Flu or RSV | 48 hours after being fever free without medication, must have a doctors note, must consult with The White Barn's nurse before returning. |
| Covid-19 | Same protocol as Flu or RSV, as well as following the current CDC and local health department guidelines. |

● Accidents and Injuries

A written report is submitted when any accident or injury, however minor occurs while the children are in our care. If the accident or injury is minor, the parent or guardian will be notified via ProCare and given a copy of the written report at the end of the day. For more serious accidents or injuries, the children will be taken by Emergency Medical Services to the nearest medical facility or that which is stated by the parent/guardian on the Medical and Emergency Care form, and the parent/guardian or emergency contact will be contacted immediately. Please keep your child's information up to date including, parent/guardian cell and work phone numbers, emergency contact cell phone numbers, physician's name and phone number and your hospital of choice.

All staff are trained in The White Barn Children's Centre Emergency Procedures and Safety Plans. Staff are also trained and receive certifications in First Aid, CPR and Medication Administration. Staff must always carry a fully stocked first aid kit when outside of the building.

● Child Abuse Reporting

All staff are background checked for a criminal history and abuse and neglect. The White Barn staff are required to complete bi-annual training that defines child abuse and neglect pursuant to Connecticut state law and outlining the staff member's personal responsibility to report all incidents of child abuse and neglect. All staff are mandated reporters and are required by law to report any suspected physical, sexual, or emotional abuse or neglect of any child. If we suspect abuse, we will contact and make a report within 24 hours to the Connecticut Department of Children and Families.

● Ambulance Procedure

In an emergency, the White Barn staff will provide any first aid care deemed necessary for your child. In an emergency, in which the parent cannot be reached, the physicians listed in the enrollment packet, or a local hospital are authorized to provide any emergency care deemed necessary for the child. In an emergency, we will transfer the child and their health records, via ambulance, to the appropriate medical facility. Parents and/or guardians will be financially responsible for any ambulance and/or medical bills incurred.

● Termination & Notice Procedure

If we determine that we can no longer care for your child and choose to terminate your contract and remove your child from our program for any reason, we will give written notice two weeks in advance. This will ensure that you have adequate time to find alternate care. Once notice is given, you will receive a refund of any tuition paid ahead beyond the two weeks notice. If we choose to remove your child from our program effective immediately, you will receive a refund on any tuition paid in advance.

If you choose to withdraw your child from The White Barn Children's Centre, we require 30 (calendar) days written notice to ensure we have adequate time to find a replacement. You will be responsible for the full tuition for the 30 days whether your child attends or not.

Tuition Payment & Fees

| Days of Care | Weekly Auto Withdrawal | Monthly Auto Withdrawal |
|------------------------------------|------------------------|-------------------------|
| 2 days (Tuesday / Thursday) | \$175 | \$758 |
| 3 days (Monday, Wednesday, Friday) | \$220 | \$953 |
| 5 days (Monday-Friday) | \$295 | \$1278 |

Tuition is paid via an automatic withdrawal system. We offer a weekly and a monthly option. The monthly option is based off a 52-week year to adjust for months with five weeks. We offer two, three and five days of care. The rates are set each school year to reflect state-mandated child-to-staff ratios and are subject to change with 30 days advance notice. **Updated rates as of 3/1/25**

● Annual Registration & Supply Fee

\$100 due upon enrollment, collected annually each August thereafter

● Bounced Payment Fee

\$10 fee invoiced to withdraw on the next scheduled date of payment

● Late Payment Fee

\$25 if more than a week late

● Late Pick Up Fees

\$25 for first 15 minutes, \$2 per minute after 15 minutes

Families with more than one child will receive a 10% discount on the second child's tuition.

Tuition will not be refunded for daily absences, holidays, professional development days or inclement weather closures