



PARENT HANDBOOK

2024-2025



(860) 315-5600
17B Kennedy Dr Putnam CT
lindashousedaycare.com

DEAR FAMILIES,

The parent handbook is designed to offer a full explanation of our child-centered philosophy, the various programs we offer, and the policies and procedures we have in place to make your experience at Linda's House positive, enjoyable and enriching. We strive to make an effort to accommodate your family and to assist your child in adjusting to time away from home.

To that end, we offer an "open door policy" should there ever be a need to clarify or elaborate on any questions or concerns you may have. Thank you for having the confidence in us to provide an exceptional away-from-home environment for your child. We look forward to getting to know you and having you as a part of our Linda's House Family!

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

Sincerely,
Alica Durand

Director
Linda's House Pediatric Daycare & Preschool
17B Kennedy Drive
Putnam CT,



TABLE OF CONTENTS

1	Mission & Philosophy
2	Hours of Operation, Classrooms, Eligibility, Arrival & Departure
3-8	Schedule & Attendance
9	Snack, Rest Time
10	Play-based Learning
11	Nature-based Learning
12	Indoor & Outdoor Play, Toys, Physical Contact
13	Clothing
14	Communication
15	School Closings & Holidays
16	Biting, Referrals, Center Guests, Custody Agreements, Safety
17	Sign In/Out Procedure, Dismissal, Late Pick Up, Toilet Training
18	Birthdays & Gifts
19-20	Child Guidance
21	Outdoor Safety Expectations
22-24	Health & Wellness, Illness
25	Accidents & Injuries, Child Abuse Reporting, Ambulance Procedure
26	Hospitalization, Health Forms, Referrals, Third-Party Therapy, Individualized Care Plans, Medical Supplies
27-28	Tuition Payment, Fees, Termination Notice

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

Linda's House provides a learning environment that allows each child to grow and develop at their level of ability. Our staff are here to offer your child love, security, acceptance, values, self-control, independence, protection and guidance- while earnestly involving them in the excitement of learning. Each class curriculum is designed to develop a positive self-image of children in an age / ability appropriate manner. A wide variety of experiences are planned to give each child multiple opportunities for success.

Linda's House teaching team provides for the total child, focusing on individual needs within their social, emotional, physical and cognitive development. The pro-social program incorporates how each child experiences fun and learning through different learning styles and techniques. Including music, art, literature, physical education, and creative movements. Linda's House teaching team believes play is the best way to learn social, emotional, gross motor, fine motor and academic skills.

Our fully inclusive approach allows every child to learn, play and grow with one another, as they share teaching areas, facilities and play areas. We strongly believe interaction is key to the well-being of every child-regardless of abilities.

CURRICULUM

Children unravel the beauty of the natural world through a balance of self- and teacher-directed activities at Linda's House. 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.

POLICIES & PROCEDURES

Hours of Operation

Linda's House is open from 7:30 AM to 4:45 PM. Students must be picked up by 4:30 PM. If necessary, a 4:45PM late pick-up option is available, but it must be approved in advance by the Center Director. Please note that we close promptly at 4:45 PM.

Classroom

Each child will be assigned to an age appropriate classroom to provide them with peers resources programming in curriculum targeted to their development. Classrooms will be reassigned as the child ages and develops, as openings become available, and according to the developmental needs of the child.

Eligibility

Linda's house accepts children from age 6 weeks through age 5. Lindas house does not discriminate against any child based on race, creed, National origin, sex, disability or affiliation.

Arrival & Departure

Arrival: Children may arrive as early as 7:30 AM, but must be at school no later than 9:00 AM. If your child will arrive later than their usual time or will not be attending that day, please notify an administrative team member so we can adjust staffing as needed.

Drop-off: Drop-off must occur outside of nap times, which run from 12:00 to 2:00 PM. A responsible adult should bring your child to the main entrance vestibule, where a staff member will meet your child and transition them into their classroom. All children must be signed in and out daily using the ProCare app; a barcode in the vestibule provides quick access for easy sign-in.

Pick-up: Pick-up is only permitted during rest time with advanced notice. Children must be picked up at the main entrance vestibule, where a staff member will bring them out to you. Only a parent, guardian, or authorized adult listed on the enrollment form may pick up a child. Adults unfamiliar to staff will be required to show a driver's license for identification.

Safety Reminders: Please ensure no child is left unattended in your vehicle during drop-off and pick-up.

SCHEDULE & ATTENDANCE

Please notify staff if your child will be late or absence so that staff can be properly allocated. Regular attendance is very important for your child to get the most from school. 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.

Ocean Room Daily Schedule (6 weeks- 12 months)

7:30-8:30	Arrival & classroom play	11:45-12:00	Diapering & handwashing
8:30-8:45	Diapering & handwashing	12:00-2:00	Nap
8:45-9:00	Morning meeting	2:00-2:15	Diapering & handwashing
9:00-9:15	Morning snack	2:15-2:30	Afternoon snack
9:15-10:15	Outdoor play	2:30-3:00	Gross motor room
10:15-10:30	Diapering & handwashing	3:00-4:15	Interactive floor play
10:30-11:15	Interactive floor play	4:15-4:30	Diapering & handwashing
11:15-11:45	Lunch	4:30	Parent pick up

Lake Room Daily Schedule (12-18 months)

7:30-8:30	Arrival & classroom play	11:45-12:00	Diapering & handwashing
8:30-8:45	Diapering & handwashing	12:00-2:00	Nap
8:45-9:00	Morning meeting	2:00-2:15	Diapering & handwashing
9:00-9:15	Morning snack	2:15-2:30	Afternoon snack
9:15-10:15	Outdoor play	2:30-3:15	Outdoor play
10:15-10:30	Diapering & handwashing	3:15-4:15	Gross motor room
10:30-11:15	Provocation & interactive play	4:15-4:30	Diapering & handwashing
11:15-11:45	Lunch	4:30	Parent pick up

Sky Room Daily Schedule (16-24 months)

7:30-8:30	Arrival & classroom play	11:15-11:45	Lunch
8:30-8:45	Diapering & handwashing	11:45-12:00	Diapering & handwashing
8:45-9:00	Morning meeting	12:00-2:00	Nap
9:00-9:15	Morning snack	2:00-2:15	Diapering & handwashing
9:15-10:15	Outdoor play	2:15-2:30	Afternoon snack
10:15-10:30	Diapering & handwashing	2:30-3:15	Interactive classroom play
10:30-11:00	Specials & provocation	3:15-4:15	Outdoor play
11:00-11:15	Transition to classroom	4:15-4:30	Diapering & Handwashing
Specials		4:30	Parent pick up

Monday	Art
Tuesday	Gross motor
Wednesday	STEM
Thursday	Library

Meadow Room Daily Schedule (20-33 months)

7:30-8:30	Arrival & classroom play	11:30-11:45	Potty & handwashing
8:30-8:45	Potty & handwashing	11:45-12:15	Lunch
8:45-9:00	Morning meeting	12:15-2:15	Nap
9:00-9:15	Morning snack	2:15-2:30	Potty & handwashing
9:15-10:00	Specials	2:30-2:45	Afternoon snack
10:00-10:15	Transition to classroom	2:45-4:15	Outdoor play
10:15-10:30	Potty & handwashing	4:15-4:30	Potty & handwashing
10:30-11:30	Outdoor play	4:30	Parent pick up

Specials

Group 1

Monday	Art
Tuesday	Gross motor
Wednesday	STEM
Thursday	Library

Group 2

Monday	Gross motor
Tuesday	Art
Wednesday	Library
Thursday	STEM

Forest Room Daily Schedule

(33 months- 3.5 years)

7:30-8:30	Arrival & classroom play
8:30-8:45	Potty & handwashing
8:45-9:00	Morning meeting
9:00-9:15	Morning snack
9:15-10:00	Specials
10:00-10:15	Transition to classroom
10:15-10:30	Potty & handwashing
10:30-11:30	Outdoor play

11:30-12:00	Lunch
12:00-12:15	Potty & handwashing
12:15-2:15	Nap
2:15-2:30	Potty & handwashing
2:30-2:45	Afternoon snack
2:45-4:15	Outdoor play
4:15-4:30	Potty & handwashing
4:30	Parent pick up

Specials

Group 1

Monday	STEM
Tuesday	Library
Wednesday	Art
Thursday	Gross motor

Group 2

Monday	Library
Tuesday	STEM
Wednesday	Gross motor
Thursday	Art

Mountain Room Daily Schedule (3.5- 5 years)

7:30-8:30	Arrival, classroom play & morning meeting	11:45-12:15	Lunch
8:30-8:45	Potty & handwashing	12:15-12:30	Potty & handwashing
8:45-9:30	Specials	12:30-2:00	Nap
9:30-9:45	Morning snack	2:00-2:15	Potty & handwashing
9:45-10:15	Interactive classroom play	2:15-2:30	Afternoon snack
10:15-10:30	Potty & handwashing	2:30-4:15	Outdoor play
10:30-11:30	Outdoor play	4:15-4:30	Potty & handwashing
11:30-11:45	Potty & handwashing	4:30	Parent pick up

Specials

Group 1

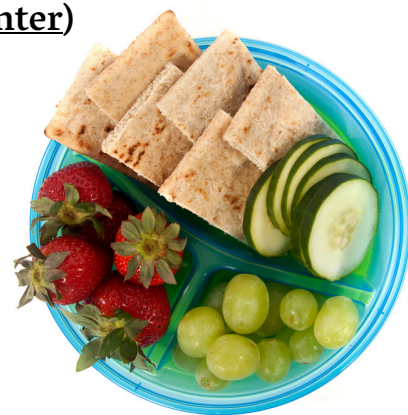
Monday	Art
Tuesday	Gross motor
Wednesday	Library
Thursday	STEM

Group 2

Monday	Gross motor
Tuesday	Art
Wednesday	STEM
Thursday	Library

● Snacks (Please note we are an egg and nut free center)

Please do your best to provide your child with healthy snack options. A few suggestions include fruits, veggies and dip and crackers, meat and cheese. 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 prepped and ready to serve (meaning fruits peeled, sliced, etc. if necessary) and placed in containers children are able to manage independently.

● Rest Time

It is Linda's House expectation that all students rest and/or sleep after lunch daily for a reasonable amount of time, not exceeding two hours. An exception to this expectation is with young infants. Young infants set their own sleep schedules.

In order to make your child comfortable during rest time, we ask that you send a crib sheet and familiar blanket that will remain at school for a week. The blanket will be sent home at the end of your child's school week to be laundered. Children under 12 months of age are asked to bring a crib sheet and sleep sack to school. These items will also be sent home weekly to be laundered.



Linda's House follows safe sleep protocol. This means we do not allow swaddles that confine an infant's arms, or weighted sleep sacks. We also do not allow binky clips or wuubs during rest time. **Drop off is not permitted during rest time (12-2pm).** Please remember this when scheduling appointments for your child. If an appointment ends during rest time 12 to 2 o'clock Linda's House will not permit drop off until rest time is complete. Please do your best to avoid picking up your child during rest time. If you need to pick up your child during rest time please advise your child's teacher in advance so they can have your child ready with minimal disruption to sleeping students.

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 Linda's House Pediatric Daycare & Preschool, 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.

Preschool students may come home dirty from Linda's House. 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.

Indoor & Outdoor Play

We believe play is a vital part of a child's growth and development. Children will be provided many opportunities for parallel and cooperative play indoors and outdoors. Outdoor play will be incorporated in your child's daily routine at least two times per day. Outdoor play may not occur when outdoor temperatures are too cold, hot or if pollution index is considered dangerous.

Please apply sunscreen and bug spray in the morning prior to school during warmer months. Please dress your child in weather appropriate layers. Please ensure your child is always wearing close toed shoes.



Toys

Students should not bring toys from home to Linda's House. Toys brought from home almost always cause conflict in the classroom. Linda's house cannot be responsible for broken and or lost toys. If your child is having a difficult time parting with a toy and would like to show their classmates a special toy, their classroom teachers will help them show off their toy and place it in their backpack.

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 no longer 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.**

CLOTHING

Children should be dressed in layers to accommodate all weather. Students should have a minimum of two extra outfits that will be stored at school at all times. If a soiled outfit returns home please send your child a clean replacement outfit the next time they attend school.

Items to be kept at school daily:

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 CLOTHING SHOULD BE LABELED, including boots, mittens, coats, etc. Although staff members will do their best to keep track of clothing, Linda's House is not responsible for lost articles of clothing.

Changes of clothes should include underwear, pants, shirt, socks, and layers appropriate for each season.

Communication



Linda's House considers it essential for families and staff to work as a team and communicate openly and honestly to ensure all students needs and wants are met. Linda's house teaching team will communicate with families throughout the day using the procare app. Reminders, photos, accident reports, personal messages and curriculum will also be sent through the ProCare app. Monthly newsletters will be emailed to all families. Classroom teachers will do their best to bring your child out at the end of the day in order to give families a recap of the day.

Classroom teachers will send home milestone checklist created by the CDC at varying ages to ensure your child is on track developmentally. If your child's classroom teachers and Center Director have concerns in regards to your child's development and or behaviors. A meeting will be set up involving your child's care team.

Linda's House teaching team does their best to not discuss behavioral issues in front of children. If a behavioral issue arises, your child's classroom teacher will reach out directly.

Linda's House Facebook page is updated weekly with photos and a summary of the weeks events. Please like Linda's House Pediatric daycare and preschool on Facebook.

If you need to get a message to Linda's House, please connect with your child's classroom teacher during drop off and or pick up, send a message through ProCare, call the office at **(860) 315-5600**, or email the Center Director at **alica.durand@lindashousedaycare.com**



SCHOOL CLOSINGS

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

Holidays & School Breaks

Linda's House 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

Linda's House Daycare has one Professional Development Day where 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 Linda's House 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

Linda's House 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 close 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 Linda's House 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.

● Biting Policy

Linda's House recognizes and understands that biting is a natural developmental stage that many children go through. The safety of the children at the center is our primary concern. If biting becomes an issue for a specific student, a meeting will be held with the child's guardians, teachers and the center Director. In this meeting together we will come up with a plan to help decrease this unwanted behavior. The plan may include having the child sit in a highchair during busy transitions, having the child wear a teether, or having a teacher remain close to the child during group play. If biting should happen more than three times in one day or blood is drawn the parent/guardian will be called to pick up the child the child. The child may return in 24 hours from the time of pick up. If frequent biting continues after a parent meeting, and a plan has been in place for a month with little to no improvements, the child may be discharged from Linda's House. Written notification will be provided to the parents before this action is taken.

● Referrals

If your child needs extra support in any developmental area the Director and/or school nurse can help families make referrals to Birth-to-Three or the public school. Upon request we will refer you to agencies that may help provide families with social, educational, and financial services. Linda's House teaching team will also make themselves available to help with suggestions to improve behaviors and developmental weaknesses.

● Center Guests

Linda's House does their best to arrange for special guests to visit the center to offer enriching experiences. Linda's house has an open door policy, meaning parents are welcome to drop in or observe their child's classroom at any time.

● Custody Disputes

In the case of a custody dispute, Linda's House will not undertake the decision of legal and physical custody of a child but will rely on the information provided by the enrolling parent/guardian. Copies of legal documents regarding custody must be provided by the custodial parent/guardian; these documents will be maintained in the child's file.

● Safety

Linda's House teaching team will perform regular fire, shelter in place, and evacuation drills to familiarize students and staff with proper procedures. In the event of severe weather, it is safer for parents/guardians and students to remain where they are at the time of the alert. Linda's House has designated safe places within the building and off site if evacuation is necessary.

● 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. 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

All students should be picked up by 4:30 p.m. Late pick-up is between 4:30-4:45. There are limited late pick-up slots, and approval must be given 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.

● 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 \$25 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 this situation occur. If your child has not been picked up by 4:45pm, the teachers will call you at the phone numbers listed on your enrollment form. If you cannot be reached, staff will then 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, local police will be called for assistance.

● Toilet Training

At Linda's House, we are fully committed to supporting families with potty training. When older toddlers need a diaper change, we do so in the bathroom and encourage them to sit on the potty. We ensure this process is gentle and positive, never forcing them to sit or making them feel bad if they choose not to. We praise all efforts, fostering a supportive and encouraging environment for their toilet training journey.

Birthdays & Gifts

This is such a special day in your child's life! Linda's House encourages parents to make arrangements with their child's teacher to celebrate their special day. In lieu of food and desserts, your child's teacher will ensure your child gets a special birthday crown and their friends will sing happy birthday with your child's permission. Before each child's birthday we will contact parents to gather stories and a few photos that can be shared with the class. If your child has a special book, toy or other personal item they can bring it on their birthday for show and tell.

Staff gifts

It is Linda's House 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.



CHILD GUIDANCE

Linda's House Daycare 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 logical consequences. Our goal is to create an environment that encourages self-discipline and self-regulation. We strive for 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, spitting, 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 Linda's House program cannot meet the needs of the child in question. For the best interest of that child, the center program, and the safety of the other children, parents may be asked to withdraw their child from the program.

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, first aid kits and our cell phones at all times.

● 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.



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 Linda's House 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. Linda's House 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 Linda's House staff are trained in Medication Administration, First Aid, CPR, and Standard Precautions. If a child needs medication administered while under our care, 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.

Linda's House Daycare 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.

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 Linda's House nurse before returning.
Covid-19	Same protocol as Flu or RSV, as well as following the current CDC and local health department guidelines.

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.

● Accidents and Injuries

An accident report is sent home through the Procare App when any accident or injury occurs while the children are in our care. If the accident or injury is minor, the parent or guardian will be notified via ProCare. For more serious accidents or injuries, the children will be taken by Emergency Medical Services to the nearest medical facility. 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 Linda's House 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 undergo a thorough background check. Linda's House staff are required to complete training upon hire that defines child abuse and neglect pursuant to Connecticut state law, and outlines 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, Linda's House 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.

Hospitalization

After any hospitalization, a parent/guardian must provide a copy of the student's discharge summary, including a doctor's note stating the student is well enough to return to Linda's House. The school nurse must be consulted with prior to return. If a child is scheduled for a surgical procedure that requires anesthesia please consult Linda's House nurse to coordinate your child's return to school. Effects from general anesthesia can last up to 24hrs after the procedure, we ask that your child remains home recovering during that time.

Health Forms

Your child's health forms need to be updated yearly. Linda's House school nurse will reach out if your child's health forms are delinquent. Please ensure any medical changes are reported to the center director and or school nurse.

Referrals

If your child needs extra support in any developmental area Linda's House director and/or school nurse can help families make referrals to Birth-to-Three or the public school. Upon request we will refer you to agencies that may help provide families with social, educational, and financial services. Linda's House teaching team will also make themselves available to help with suggestions to improve behaviors and developmental weaknesses.

Third-Party Therapy Sessions

If your child requires therapy sessions from an outside provider, Linda's House is happy to collaborate with you and the therapist to arrange these sessions during your child's scheduled school hours. Please inform Linda's House in advance of any scheduled therapy sessions so we can make the necessary arrangements. Management will provide parents or guardians with a permission slip to sign before therapy sessions begin. Therapists must sign in and out for each scheduled visit.

Individualized Care Plan

An individualized care plan will be customized by the school nurse for each medically fragile child. Linda's House teaching team and management will all read and sign this plan. Individual Care Plans must be updated and or reviewed yearly. Parents must notify Linda's House school nurse and center director in regards to any changes in your child's care plan.

Medical Supplies

Parents/Guardians are required to provide any medical equipment and supplies the child may need during their school day. Linda's House school nurse will meet with families prior to enrollment to coordinate plans of care and special accommodations.

● 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 Linda's House, 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	\$175	\$758
3 days	\$220	\$953
5 days	\$295 (\$310 infant)	\$1,278 (\$1,343 infant)

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