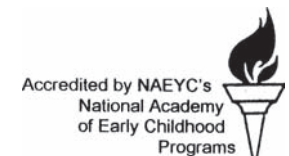




Come Grow With Us!



Parent Guide  
[www.gmccvt.org](http://www.gmccvt.org)

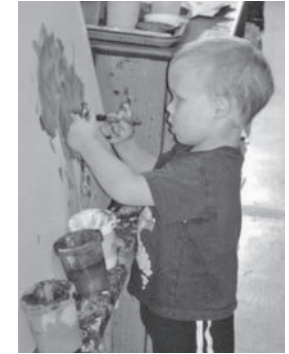




day, fundraising events, and participation in other special events.

### **WMCC and GMCC FACULTY AND STAFF ARE:**

Many of the faculty have Bachelor's degrees in Early Childhood Education. Others have Associate's degrees or credits in the field of early childhood education. GMCC/WMCC is committed to its employees and encourages faculty and staff to continue their education. Please note that faculty and staff are not permitted to care for center children outside of hours of operation. All GMCC and WMCC employees are screened for a New Hampshire and Vermont criminal record.



### **OUR STATEMENT OF COMMITMENT**

As an employee who works with young children, I commit myself to furthering the values of early childhood education as they are reflected by NAEYC.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestion of others.

- Continue to learn, grow and contribute as a professional.

- Honor the ideals and principles of the NAEYC code of Ethical Conduct.

—Adapted from "Statement of Commitment" by NAEYC



## REST/SLEEPING

The Child Development Bureau regulations state that children are required to rest/sleep depending on their age. Infants sleep depending on their own schedules. GMCC and WMCC has joined the United States' "Back to Sleep" Initiative. At no time will an infant be placed on their stomachs to rest. Children in the Toddler and Preschool Age programs are encouraged to sleep. Children who are in attendance for more than 5 hours shall be provided with an opportunity for at least 1 hour of rest, relaxation, or sleep.

## MEALS AND SNACKS

GMCC and WMCC: We provide breakfast and afternoon snack every day. PARENTS ARE RESPONSIBLE FOR PROVIDING LUNCHESES. In the event that your child does not come with a lunch, it will be provided. Lunches provided by the Center will cost \$3.00 per meal, per child. Please do not send any gum, candy, sugary desserts or soda.

Please make sure that perishable foods are accompanied with ice packs in your child's lunch box. When serving snacks and meals, we follow the USDA Food and Nutrition guidelines. On occasion, we serve juice.

Each classroom celebrates family traditions and events based on the culture represented in that particular classroom community. All of GMCC programs request that parents discuss with teachers if planning on contributing food items. **GMCC strongly encourages that parents refrain from sending in sugary snacks, or candy to be shared in the classroom.**

WMCC participates in the Children and Adult Care Food Program. This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call (800)795-3572 or (202)720-6832 (TTY). USDA is an equal opportunity employer.

## MINIMALLY PEANUT-FREE ENVIRONMENT

All of our programs are minimally peanut free. This means that the center never provides meals that contain tree nuts or nut products. If families are sharing a meal or snack, staff will inquire if the item is nut free. Parents are welcome to send their children with nut products for their own children's lunches. If a child in a particular classroom is identified as having a true allergy to nuts more information on safety will be shared with parents.

## GMCC and WMCC PARENTS ARE . . .

Parents and staff are partners in the education and well-being of the children during the time the child is in the program. We appreciate and encourage open communication between parents and GMCC/WMCC staff. The more communication there is, the higher the quality of care and education. We encourage parents to contribute as a volunteer in the program a minimum of 8 hours annually. This can be achieved through volunteering to chaperone on a field trip, sharing a special skill or talent with your child's classroom, spending some time reading to children, helping teachers prepare projects or by just coming in to interact and play with the children. Other examples can include coming to help out with spruce up the playground



### Green Mountain Children's Center

92 FarmVu Drive  
White River Junction, VT 05001  
802.296.2296

### White Mountain Children's Center

90 Charlestown Road  
Claremont, NH 03743  
603.543.0391

### Hartford After School Programs

92 FarmVu Drive  
White River Junction, VT 05001  
802.356.0401 (Dothan Brook School)  
802.291.3864 (Ottauquechee School)

### White Mountain Children's Center

226 Heater Road  
Lebanon, NH 03766  
603.448.5749

Welcome!

We are pleased that you have chosen Green Mountain Children's Center for your child care needs. Green Mountain Children's Center (GMCC) is a non-profit organization established in 1989. Our programs are operated by a governing board of directors. A great deal of thought has been put into creating and maintaining the quality that you will find at GMCC. In 1995, we began operating our first off-campus program, the Hartford After School Program (HASP) serving 40 school-age children. In 2009, we began operating a second off-campus program at Ottauquechee School serving an additional 20 school-aged children. Camp Sunshine began in the summer of 1998 as our summer program for school-aged children. White Mountain Children's Center (WMCC) opened its doors in Claremont, New Hampshire in October of 2006. In 2009, White Mountain Children's Center (WMCC) opened its doors in Lebanon, New Hampshire. While we are currently one of the largest providers in the region, we are proud of our individual approach and family atmosphere. We are pleased to have a staff that is comprised of faculty with degrees in early care and education or related fields. Parents are an integral part of our programs. We have an open-door policy that welcomes parent participation whenever possible.

GMCC cares for children ages six weeks to eight years. The center is open Monday through Friday from 7:00 am to 6:00 pm. This program is accredited with the National Association for the Education of Young Children. This means that GMCC has completed an eighteen-month study and is currently ranked among the highest-quality programs in the country.

HASP and Camp Sunshine provide care for children during all out-of-school-time hours ranging in age from five years to 12 years. During the school year, the program operates from 2:35 pm to 5:45 pm. This high quality program also operates during in-service and school recess days. HASP does not run on snow days or holidays.

WMCC-Claremont cares for children ages six weeks to six years. This program operates on a weekly schedule from 6:45 am to 5:30 pm. WMCC-Claremont is growing and changing to meet the needs for high-quality early care and educational programs for families in the Claremont region.

WMCC-Lebanon cares for children ages six weeks to six years. The center is open Monday through Friday from 7:30 am to 5:30 pm. WMCC-Lebanon is growing and expanding to meet the needs for high-quality early educational programs for families and children in the Lebanon community.

We look forward to serving your family with quality programs that support children's healthy development and the community.

## Mission Statement

The mission of GMCC and WMCC is to provide to this community affordable quality early childhood experiences where children can feel safe and happy, learn and grow.

## Organizational Statement

GMCC/WMCC is a non-profit organization established in 1989 with the purpose of caring for and educating children from ages six weeks to age twelve. We are governed by a Board of Directors who have dedicated themselves to providing the highest-quality program to the community, employers, parents, and children. We are able to obtain a high level of quality by recruiting and retaining a faculty and administrators whose tenure exceeds ten years. Teachers and staff are dedicated to professional development that will support the quality standards that positively impact adult child interactions, environments, and curriculum.



## Educational Statement

GMCC and WMCC's Educational Statement is that a child's social and emotional well-being are paramount to healthy development and learning. As a team we are dedicated to providing interactions, environments and educational programs that will support children's self-esteem and therefore support their education. GMCC and WMCC's programs understand that children come from many different backgrounds and because of this diversity, different behavior patterns may become evident as the children learn to become a part of their classroom community. The staff appreciates each child for who they are, and works to provide individualized education plans for all children.

## Policy and Procedures

### ADMISSIONS POLICY

There is no discrimination as to color, race, sex, sexual orientation, religion, ethnic group, or national origin at any GMCC or WMCC program. Children are accepted on a first come, first served basis according to availability. A parent contract is signed. The first and last weeks' charges must be paid before the child begins the program.

GMCC and WMCC operate on an academic calendar year. Most openings are available in September, January, or June. Occasionally other openings are available. If you wish to enroll your child, you and the Associate Director or Program Coordinator will find an agreeable date. A one week, non-refundable deposit is required to confirm your child's enrollment. Should a parent decide to extend their date of enrollment past the agreed

upon start date, GMCC and WMCC will charge one half of the current care rate for up to four weeks. Beyond four weeks, the slot may no longer be reserved.



or overall health of their child. Staff typically measure a child's well-being by first monitoring their ability to keep up with the program. If a child is not keeping up, staff will look at appetite, fever, or mood. From time to time faculty will contact you during the day to check in regarding your child's performance. Please be advised that the staff reserve the right to exclude a child from the classroom based on their perception of the child's ability to keep up. When children return after illness it is assumed that if they are well enough to attend the program, that they are well enough to participate in the daily activities including outside play. If a child who returns is not participating in the daily routine then the parents will be notified to pick them up.

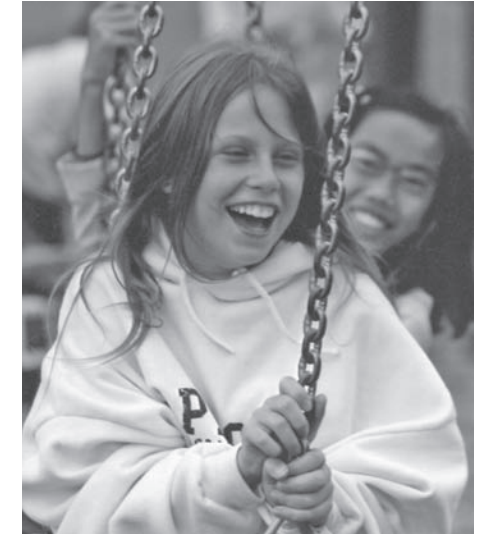
## CURRICULUM AND PROGRAMS

GMCC and WMCC provide the highest quality environments for children ages six weeks to eight years. We provide a safe, nurturing atmosphere in which the whole child can learn and grow. Children learn through exploring their environment, their surroundings, and their relationships. Each program is designed with this philosophy in mind. Emergent curriculum is utilized to include whole language, speech, art, music, math and large and fine motor skills, all of which are designed to meet the developmental age of each classroom.

The staff appreciates each child for who they are and works with each child in a positive manner to help them become a part of their age community. Our philosophy is to stimulate children to be excited about learning and to help them build positive self esteem. It is never our philosophy to push children too hard or too fast which can set them up for failure and poor self-esteem. Children, who feel good about themselves, feel good about learning. GMCC and WMCC believe in promoting the best possible education for each and every child. We use the Devereaux Early Childhood Assessment tool to promote healthy social and emotional well-being. It is our philosophy that when children have a healthy sense of well-being, they are then capable of optimal learning. GMCC and WMCC utilizes this strength-based assessment twice annually. The results remain confidential and are used to improve each program with the child's interests in mind. You may also receive strategies to use with your child at home. More information will be shared with you during parent-teacher conferences.

## GUIDANCE

At no time is corporal punishment used to discipline. As part of a normal childhood, children will misbehave. When this occurs, children will be re-directed to another activity. If the behavior continues, children will be asked to play independently. As needed, families and providers will communicate about children's behaviors.



washed with soap and water. If a child is bitten and there is a puncture wound or broken skin, the same cleansing routine will occur and the parent will be notified. In the event that a child is injured, an accident form is given to parents with information regarding the incident/accident. We will never disclose the names of other children involved.

## MEDICAL EMERGENCY

In case of accidental injury or a medical emergency, we will make an immediate attempt to call the parent. If we cannot reach you, we will call the child's physician and, if necessary, an ambulance. At that time the Site Director or Head teacher will be in charge and make all decisions regarding the care of the child. You will be expected to assume responsibility for any expense not covered by our insurance. It is important that you keep the center up-to-date on phone numbers, emergency numbers, consent to services, and other pertinent information.

## MEDICINE POLICY

### GMCC/WMCC

1. In order for GMCC/WMCC staff to administer prescription medication to a child, the medication must be in its original container with the name of the child, medication, dosage, and physician's name, and accompanied by written medication authorization from the health care provider.
2. In order to administer non-prescription medicines or topical ointments, written permission and instructions from the health care provider must be provided. GMCC/WMCC uses a Standing Order form for these types of over-the-counter medications.
3. For child with special medical conditions, GMCC/WMCC will provide a special medical condition standing order form. Written consent and instructions must accompany any special medications that need to be administered.

## CHILD ABUSE AND NEGLECT

The State of New Hampshire and the State of Vermont require staff members and directors of child care programs to be aware of and report to the State any and all suspicions of abuse/neglect to any child. The State of New Hampshire, the State of Vermont and Ethical Standards for Early Childhood Professionals has mandated that we are required to report to State officials any and all suspicions of abuse and/or neglect to any child enrolled in any of GMCC and WMCC's programs.

## DRUGS/ALCOHOL

GMCC/HASP/WMCC care about the safety of the children in our care, we ask that parents not drink alcohol or use drugs before transporting children to and from the center. If any staff member believes a parent to be impaired by drugs or alcohol, and unable to transport a child safely, it is GMCC and WMCC's policy to contact another authorized individual and/or the Police Department.

## HEALTH

State regulations require us to maintain a medical record for each child that includes up-to-date immunization records. When your child receives any new immunizations, please give us a copy of your child's shot records. If there is any change to your emergency contact information, please inform us immediately. WMCC campuses are required by the State of NH to have annual updated physical records on each child enrolled.

Parents and providers share the responsibility for maintaining health and preventing the spread of contagious diseases. Communication between parents and staff is key to the well-being of the children. Parents should inform staff of any change in routine, diet,

## FEES

### \* PLEASE SEE ATTACHED FEE SCHEDULE

All tuition is due on the first day of services for that week.

## LATE TUITION PLAN

First Week Late:

- Written request from Administrative Coordinator for payment to be made or payment plan to be set up within one week of the notice.
- At this time a \$20.00 late fee would be charged. A late fee would be charged each week until payment or a plan is implemented.

Two weeks late AND/OR a \$500 outstanding balance:

- Written contact from the Treasurer requesting payment or a WRITTEN payment plan to be put into place.
- If written payment plan is not followed the child/children cannot attend until payment in full is made.
- If after 2 weeks the account is not paid, they would risk losing their child's slot and the account will be submitted to collections.
- If after 2 weeks the account is not paid in full and the approved payment plan is not followed, the children will not be allowed to attend, and the account will be sent to collections.

## FUNDRAISING

GMCC, HASP, and WMCC's special programs are dependent on financial support through fundraising. There are various fundraising options throughout the year that are coordinated by the Board of Directors or staff. Parents are encouraged to assist with these fundraising efforts to raise a minimum of \$200.00 annually or to consider making an annual contribution of \$100.00.

## SCHOOL CALENDAR

GMCC is open five days a week, 52 weeks a year from 7:00 a.m. to 6:00 p.m. (Please see the list of program closures below). Please see your parent contract for further details. Parents are responsible for payment for holidays and school closures.

WMCC-Claremont is open five days a week, 52 weeks a year from 6:45 a.m. to 5:30 p.m. (except for the days listed on the attached school calendar). Please see your parent contract for further details. Parents are responsible for payment for holidays and school closures.

WMCC-Lebanon is open 5 days a week, 52 weeks a year from 7:30 am - 5:30pm (except for the days listed on the closure list below). Please see your parent contract for further details. Parents are responsible for payment for holidays and school closures).

HASP: HASP operates following the school calendar. While in session, the program operates from 2:35 to 5:45. The program is closed for snow days, and holidays. Parents are required to pay tuition for snow days and holidays. The Site Director will prepare an annual calendar reflecting program closures that coincide with the public school system.

## GMCC CLOSURES

New Year's Day	Friday before Hartford
President's Day	schools go into session
Memorial Day	Labor Day
Independence Day	Thanksgiving Day
	2 Days at Christmas



## CENTER CLOSING DUE TO WEATHER

GMCC/WMCC will be open even on school snow days except in extreme conditions. If there is a closing or late opening, it will be reported on local radio stations and WMUR News 9. If the area schools are closed, then GMCC/WMCC may delay opening.

If severe weather occurs after the center has opened for the day becomes progressively worse such that local businesses (i.e. banks, grocery stores) start to close early, the Site Director may request that staff notify parents and caregivers of the situation and ask them to pick up their child/children as soon as possible. HASP: If the Hartford School District closes for the day or has an early dismissal due to inclement weather or an emergency, HASP will not operate.



## LATE PICK-UP POLICY

GMCC: You are contracted to pick up your child at a certain time. Your child needs to be in your care by that time. In the event of an emergency, we would appreciate a phone call if at all possible. The center closes promptly at 6:00 p.m. We ask that parents try to arrive between 5:30 and 5:45 p.m. so that you may have a few moments to speak with the staff and collect your child and their belongings. If you arrive after the 6:00 p.m. closing time, we will charge you \$1.00 per minute for the first 15 minutes and \$5.00 per minute after that.

WMCC: You are contracted to pick up your child at a certain time. Your child needs to be in your care by that time. In the event of an emergency, we would appreciate a phone call if at all possible. The center closes promptly at 5:30 p.m. We ask that parents try to arrive between 5:00 and 5:15 p.m. so that you may have a few moments to speak with the staff and collect your child and their belongings. If you arrive after the 5:30 p.m. closing time, we will charge you \$1.00 per minute for the first 15 minutes and \$5.00 per minute after that.

## HASP

HASP closes promptly at 5:45 pm. Please make every effort to arrive on time. HASP will charge a late fee of \$5.00 for the first five minutes and \$1.00 per minute after that. The fee can be doubled for second offences and third offences and/or you will be asked to make other after-school arrangements.

## OPEN-DOOR POLICY

Parents are welcome to visit or pick up their child at any time during the day. Parents may also call to check in on their child's day. Please ask staff when the best time to call is.

## AUTHORIZATION FOR RELEASE

Children will be released to parents or an authorized adult as listed in the Emergency Identification Information Sheet. In the event that we do not recognize or have not met an authorized person we will ask for identification (i.e. driver's license). Written or verbal permission may be given by parents for alternate persons. Again, we will ask for identification.

## ARRIVAL AND PICK-UP

Please be aware of our hours of operation.

Please refrain from dropping your child off prior to that time. The safety of you and your child is of the utmost concern to us, THEREFORE:

- All children should be picked up by an adult care giver.
- All children must be accompanied into and out of the building by a parent or authorized adult.
- Children may not be left unattended in cars or in the parking lot.
- Children under 8 years of age must be restrained in a car seat or booster seat before leaving the premises. Children 8 years or older must be restrained with a seatbelt. Check the law for weight and height.
- New Hampshire and Vermont state law requires that automobiles are turned off and the keys are removed when dropping off and picking up your child. Please note that the speed limit for entering and exiting the parking lot is 5 mph. This is for the safety of the children.

## PHONE CALLS

GMCC and WMCC: Parents are welcome to call and talk with a member of the staff regarding their children. Because communication is key to quality child care and education, teachers will contact you as well with questions or information regarding your child. Please be sure to call if your child will not be in attendance.

HASP: If you need to leave a message for a staff member, please call HASP at 802/356-0401. A staff member checks for messages throughout the day. Please do not leave messages at GMCC.

## ZERO TO THREE PROGRAMS

For children under age 3, GMCC and WMCC staff does not recommend or serve honey, tree nut or fish products. GMCC and WMCC staff does not serve juice to any child under the age of 6 months and only on occasion will 100% juice be served.

## PROCEDURE FOR PARENT CONCERNS

Communication is important in any relationship. Please know that both faculty and the Site Director will listen to any concerns or questions you may have. Please handle any complaints in the following order:

1. Talk with the classroom teacher if it is a classroom problem or concern.
2. Talk with the Site Director.

If there is still a problem,

4. Request a meeting with the Board of Directors through the Site Director.
5. If the complaint is with the Site Director, you may go directly to the Board of Directors.

If at any time a GMCC/WMCC staff person feels verbally or physically threatened by an individual, it will be cause for termination of child care contract or relationship with the organization.

## FIRST AID

All staff working at GMCC, WMCC and HASP are first aid and CPR Certified. If a child receives an injury, first aid treatment will be provided. When bleeding is involved, the area is washed with soap and water and a bandage is applied. If the staff determines that the injury is serious, then a parent will be notified. Since children from the age of 12 months to 4 years generally give and receive bites from time to time, it is important that you know our policy. If a child is bitten and the skin is not broken, the area will be