

Aldersgate Preschool

A Nurturing Christian Preschool

Family Handbook



Aldersgate Preschool - A Nurturing Christian Preschool

Aldersgate United Methodist Church

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**A warm welcome to the Aldersgate Preschool family,
where you and your child will be growing with Christ!**

Mission, Philosophy and Purpose of Aldersgate Preschool:

Aldersgate Preschool is a non-profit Christian preschool offering a wide range of activities in an affordable, safe, supportive and nurturing environment. Aldersgate church has housed the program for over thirty-two years now! The original Mother's Day Out program was only held a couple days a week. Today the licensed preschool program has grown to five mornings a week with four separate age groups, Early Childhood Teachers and Early Childhood Teacher Assistants, Caregivers and an even an extended before care and Lunch Bunch program! Aldersgate Preschool's mission is to nurture children in the knowledge and love of God and to surround them with steadfast love. Our overall goal is to develop the whole child – spiritually, socially, emotionally, intellectually, and physically. The preschool provides developmentally appropriate experiences in a Christian environment, which enable each child to achieve his/her full potential as an individual and in relationships with others. As part of Aldersgate United Methodist Church, preschool families are always welcome to the abundant opportunities for Christian nurture and fellowship offered by the church.

Mrs. Sharon Meredith Jennelly is the Early Childhood Administrator and Curriculum Coordinator of Aldersgate Preschool. She holds a Bachelor's of Science degree in Early Childhood and Elementary Education from Elizabethtown College. She has taught from infants up to 5th graders in her teaching career. She is an active member of Aldersgate United Methodist Church serving as their Director of Children's Ministries as well as directing the Aldersgate Preschool. The preschool program has a quality, caring, dedicated, nurturing staff and receives on site training, professional in-service days and attend professional workshops throughout the year according to the DELACARE, RULES FOR EARLY CARE AND EDUCATION AND SCHOOL-AGE CENTERS, OFFICE OF CHILD CARE LICENSING, DIVISION OF FAMILY SERVICES DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES, STATE OF DELAWARE plus we participate the Delaware Stars program at the highest five star level. This document will be referred to throughout the Family Handbook. Licensing requirements are available and encouraged for parent inspection upon request at the Preschool.

Inclusion Policy

The Preschool embraces an inclusion approach that strives to provide opportunities for all children to actively participate an all aspects of the program. We support the inclusion of children who require additional support because of a physical, cognitive, social or emotional need. We make changes to our daily program when possible to meet the needs of each child. We respect and value the input from parents and encourage them to be part of the decision making process for their child. We request that families share the IFSP/IEP with us. We support families by consulting with early intervention professionals when possible. All teachers have knowledge and training in inclusion best practices. The goal is to create an environment in which all children are valued and respected in order to support their optimal learning and development.

Policy on Dual Language Learners

We would be in communication with the families on the best possible way to communicate the needs of the child. Depending on the need we could have a translator (English as a Second Language courses meets on Wednesdays at Aldersgate Church). We could have the family come and visit the classroom and share their culture and we would also then gain a greater understanding of the family. Depending on the need we would of course work with the family for what would be best for them.

Governing Body

Aldersgate Preschool is an outreach program of the Aldersgate United Methodist Church. Sharon Jennelly has been designated as the Early Childhood Administrator and Curriculum Coordinator of the Aldersgate Preschool with responsibility for and authority over the operation of the Preschool. The Aldersgate Preschool Board consisting of members of the church with specific talents, church staff members, pastors and parents of the children attending the preschool or have attended the preschool are on this board to help with the functioning of the preschool. The SPRC (Staff Parish Relations Committee) also guide the preschool in decision-making processes.

Enrollment

Children of the community starting at the age of 18 months may be accepted into the 18 Month Old program. A child who has turned two by September 1 of the same year may be accepted into the 2's program. A three year old who has turned three by September 1 may be accepted into the 3's program. A four year old who has turned four by September 1 may be accepted into the 4's program. Aldersgate Preschool does not discriminate on the basis of race, color, creed, gender, or national origin.

In order to enroll: 1) Call the director for a Registration Form and then send back the completed Form accompanied by the non-refundable fee. 2) If accepted, you will receive a letter of acceptance from the Early Childhood Administrator. 3) Once payment of September tuition is received you will then receive the necessary forms needed to complete enrollment. 4) A visit to the school will be scheduled as the starting date approaches to familiarize your child with his/her new surroundings and teacher.

Aldersgate Preschool will provide any parent(s)/guardian(s) who is inquiring about or planning to enroll a child into the Preschool with information detailing his or her right to inspect the active record and complaint files of the Preschool. As a part of the enrollment or application process, Aldersgate Preschool will require the parent(s)/guardian(s) to read and sign *The Parents Right to Know Act* form and keep the signed document on file at the Preschool.

Admissions

Admissions are based on availability of space and determination by the staff that the school can meet the needs of the child. Returning students and siblings of current students are given first priority at registration. Remaining vacancies are filled according to date of application.

Arrival and Departures

For the safety of all, please **have your child hold your hand through the parking lot area.** Remember to lock your car and carry your purse with you at all times.

Parents and children should enter the building by the glass door entrance of the main parking lot. The parent or car pool driver will walk the children to their classrooms and sign in with the appropriate information for the day. **Arrival time for preschool class is at 9:00 a.m. Please be on time. Preschool classes end at 11:45 a.m.** 11 a.m. for 18 month old and 2's classes the first two weeks of preschool. Please be prompt in picking up your child from his classroom doorway. We will take the child to the Lunch Bunch room at 11:55 a.m. **A late fee will be charged if you pick up your child late.** \$5.00 will be charged if you are ten minutes late. \$1.00 per minute will be charged from the eleventh minute on. The late fee must be paid on that day.

Absence

Please notify the school if your child is unable to come to school for the day due to illness, vacation, etc. Please call and leave a phone message at (302) 478-2575, ext. 118 or Sharon Jennelly's cell phone (302) 562-5808 or email

sharon.jennelly@aldersgatede.org

Important Telephone Numbers:

Sharon Jennelly, Aldersgate United Methodist Church (302) 478-2575, ext. 118
Cell (302) 562-5808

Release of Children

All children will be signed out by the parent or authorized person on the sign in/out clipboard. These mandatory procedures are done as a safety precaution. All children are dismissed from their classrooms to the care of a person providing transportation as authorized on the *Child Information Form* signed by the parent. If your child is to go home with a friend or will be driven home by someone other than those persons authorized on the *Child Information Form*, **a written note** signed by the parent must be given to the teacher that morning. Phone calls or a verbal message are *not* acceptable. Teachers will ask for proper (picture-driver's license) identification of persons not known to them. This procedure ensures documentation of the release of the child from the responsibility of Preschool staff to an authorized person. Parents/guardians may pick up their child if the child is requested for an emergency release. If a person not known to the Preschool staff wants to pick up the child and is on the list for pick up yet a written note has not been provided or written, the staff is to contact the parent immediately to ensure communication of the pickup. If a person not authorized to receive a child, or a person who appears to be intoxicated or otherwise incapable of bringing the child home safely, requests release of a child; the preschool staff will try to keep the child safe without endangering themselves or the welfare of the other staff and most importantly the other children at the preschool and call the parent immediately and also call 911 to report the driver under the influence or appearing incapable of bringing the child home safely.

If a non-custodial parent attempts to claim the child without the consent of the custodial parent/guardian; call the custodial parent immediately, again, keeping everyone as safe as possible. The Release of Children Policy will be provided to all parents/guardians of the children in attendance, staff members and volunteers.

Parent/Guardian Communication and Participation

Parents are more than welcome to visit the program. Aldersgate Preschool ensures that parent(s)/guardian(s) have access to the Preschool to observe their children at any time without prior approval of the Preschool. Parents are also welcome to

participate in special events as often as possible. Your involvement benefits your child and allows for better communication and understanding as a whole. Please make it a habit to check the message board located in the preschool hallway and your child's classroom displays, dry erase board, clipboard, and weekly and monthly emails. It allows for better communication and is a helpful way to keep you informed.

The Aldersgate Preschool Parent Committee will be organizing various activities through out the school year, which include family events, meals to new babies' families, teacher appreciation luncheons/gifts, and the End-of-year Picnic. We welcome you to come in and share your profession or special interest or skill! We care for our world and recycle so, please plan to save and send to school when the teacher places a message of needing "Beautiful Junk": Paper, yarn, and containers with lids: coffee cans, yogurt, butter, etc.

Curriculum

Aldersgate Preschool's curriculum includes both free play and guided activities. We have the Teaching Strategies and the Creative Curriculum plus various other curriculums depending upon the goal of the lesson. Language, sensory, motor, and perceptual skills are developed through both child-centered and teacher-directed activities with an atmosphere for learning. Rather than Religion being a separate part of the curriculum, it is taught through the teacher's loving example, through songs and stories, and thankfulness for all of God's love and grace for us. Each age level has a developmentally specific curriculum. Aldersgate Preschool's purpose is the development of the whole child – spiritually, socially, emotionally, intellectually, and physically. A daily schedule of the classroom activities is posted in each child's classroom.

Program Goals and Planning

Aldersgate Preschool will develop written goals for the children's development and education. Goals include areas of physical, social, emotional, language/literacy, and cognitive development and are appropriate to the ages and developmental levels of the children in attendance. The goals shall reflect what the Preschool hopes to accomplish through its program of activities.

Aldersgate Preschool has a written plan of developmentally appropriate activities designed to help all children reach these goals. The activity plan shall be current and accessible to parents/guardians and staff. The activity plan shall include at least one (1) daily activity for each goal. Activities that allow children to choose to participate with the whole group, part of the group, or independently shall be identified. The plan shall reflect that the children have the choice to participate in at least four (4) activities each day. The time allotted for such activities shall constitute at least one-third (1/3) of the time the child is in attendance for a particular day.

A. Activities shall be varied, developmentally appropriate, may be related to themes, culturally meaningful and educationally valuable and promote the development of language, literacy, reasoning and problem-solving skills, understanding of numbers and other mathematical and scientific concepts, large and small muscles skills, social skills, understanding and self-regulation of emotions, self-esteem and positive self-image, as appropriate to the ages and developmental levels of children in care. Adaptations of activities shall be made for children with disabilities to enable them to reach goals described in IEPs, IFSPs, and Section 504 plans.

B. Activity plans shall also be based on best practices and accepted research in the field of early care and education and in alignment with principles of foundations of learning and development as set forth by the Delaware and/or United States Department of Education.

C. Delaware Early Learning Foundations for School Success regarding preschoolers is on the Delaware Department of Education website at:

http://www.doe.k12.de.us/early_childhood/Standards/preschool.htm

D. Delaware Infant and Toddler Early Learning Foundations: A Curriculum Framework regarding infants and toddlers is on the Delaware Department of Education website at:

http://www.doe.k12.de.us/early_childhood/Standards/InfantToddlerFoundationsStandards.pdf

Aldersgate Preschool will ensure that for toddlers and older, indoor physical space is organized into activity areas. An activity area shall be an identifiable space that is accessible to children and where related equipment and materials are kept in an orderly fashion. Activity areas shall include the following and involve activities available on a daily basis:

- A. Language and literacy area (including books and writing materials);
- B. Dramatic play area;
- C. Construction/block area (unit blocks and accessories);
- D. Creative arts area (drawing materials, clay or play dough); and
- E. Manipulative/mathematics/problem solving area (including puzzles, small construction toys, objects to sort).

Aldersgate Preschool will ensure that for toddlers and older, other activity areas include the following and involve activities available at least once a week:

- A. Cooking or food exploration;
- B. Science and nature investigation;
- C. Music and rhythm; and
- D. Multi-sensory play tables

Aldersgate Preschool will ensure that each child, according to his or her ability, is provided the opportunity for a minimum of twenty (20) minutes of moderate to vigorous physical activity indoors and/or outdoors, for every three (3) hours the child is in attendance between the hours of 7:00 am to 7:00 pm.

Screen Time Permission (TV, DVD, computer, and/or tablet)

Parents sign a permission form for their child to have limited, age-appropriate screen time at preschool.

Parent/Guardian Involvement

Aldersgate Preschool will ensure that activities and materials reflect children's cultures, and communities, including both familiar and new materials, pictures, and experiences. Staff will consult with parents/guardians about care practices specific to their children's culture and community, and provide as much consistency as possible in their direct child care practices especially concerning infants and toddlers.

Typical Overall Daily Schedule

Aldersgate Preschool will develop and follow a schedule for each group of children posted for easy reference by parents/guardians and staff. The schedule will show blocks of time usually assigned to types of activities and include periods for both active play and quiet play or rest. Blocks of time will show activities that are

scheduled for indoor and outdoor areas. The schedule will reflect daily opportunities for both free-choice and staff-directed activities.

Documenting Children's Progress

Aldersgate Preschool has an organized system for documenting the progress of individual children in relation to appropriate developmental and educational goals, which could include Individual Education Plans (IEP/IFSP) that would be shared with the preschool teachers to help support the goals in the child's progress when applicable. This documentation is done annually and used to identify possible concerns, and activities and experiences that may benefit the child.

Aldersgate Preschool will ensure that information gathered to document a child's progress is kept in the child's file and shared with the parent(s)/guardian(s) at the parent conference. With the parent(s)/guardian(s)' permission, information may also be shared with other professionals when referring the child for special services.

Program for Toddler's - 18 Month Old & 2's Program

Aldersgate Preschool's 18 month old Early Childhood Teachers and Early Childhood Assistants and Caregivers record daily the child's eating, diapering, and activities and share these with the child's parent(s)/guardian(s) at the end of each morning with the "What I Did Today" paper.

Aldersgate Preschool will ensure that with the approval of the Early Childhood Administrator or Early Childhood Curriculum Coordinator, individual plans are developed for each toddler in care. The plan shall include age and individually appropriate goals and describe specific activities and experiences to be provided by staff in support of these goals. Staff will record these and note developmental milestones, accomplishments, and concerns. Plans shall be reviewed at least three (3) times over a one (1) year period. This information shall be shared with the toddler's parent(s)/guardian(s).

Aldersgate Preschool will ensure staff interacts with toddlers at their eye level, and whenever appropriate, sitting on the floor with the toddlers, providing the following opportunities throughout the day:

- A. Offering frequent face-to-face interactions with the toddlers;
- B. Having conversations with toddlers during play, feeding, and routine care;
- C. Reading to and looking at books with toddlers individually and in small groups;
- D. Encouraging children to play with one another with adult help;
- E. Providing materials and encouragement for pretend play alone and with other children and adults;
- F. Providing varied materials, sights, sounds, and other experiences for toddlers to explore with all their senses;
- G. Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, and develop fine and large motor skills;
- H. Responding to toddlers' words and actions with interest and encouragement;
- I. Giving names to objects and experiences in the toddlers' environment;
- J. Supporting toddlers' development of independence and mastery of feeding, dressing, and other skills.

Program for Preschool-Age, 3's & Prekindergarten Children

Aldersgate Preschool will ensure staff interacts with preschool-age children at their eye level and whenever appropriate, sitting on the floor with the children, providing the following opportunities throughout the day:

- A. Offering frequent face to face interactions with children;
- B. Having conversations with children during play, meals and routine care;
- C. Reading to and looking at books with children individually and in groups;
- D. Using rhymes, songs, and other ways to help children connect sounds and letters and develop other literacy skills;
- E. Helping children develop mathematical and scientific concepts through play, projects, and investigations of the Preschool's environment;
- F. Supporting the development of social competence through play and cooperative work with other children;
- G. Providing materials and encouragement for more extended and complex pretend play alone and with other children and staff;
- H. Providing varied materials, sights, sounds, and other experiences for children to investigate and talk about;
- I. Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, write, and refine fine and large motor skills;
- J. Responding to children's words and actions with interest and encouragement;
- K. Giving names to objects and experiences in the children's environment; and
- L. Supporting children's development of independence and mastery of skills.

Positive Behavior Management – (Discipline Policy)

Aldersgate Preschool has a written statement in plain language regarding the positive behavior management of children. The statement on positive behavior management is posted on the parent communication board (across from the 2's classroom) and routinely provided to parents/guardians and staff.

We believe children learn positive behavior through loving guidance, education, and redirection. The most effective way to build a child's repertoire of positive behavior is to reinforce and reward those behaviors so that the child will want to repeat them. At times, children behave inappropriately. Some of their behaviors may even be injurious to others. We will strive to preserve the safety of all children in our care. In order to preserve the safety of the children, these behaviors must be controlled. We will implement strategies that respect each child as well as provide guidance and direction necessary for each child's safety. Parents will be alerted to any recurring behavior problems. Communication is vital in these situations. Conferences with the teacher and parent are suggested first. Then a conference with the director is set up to discuss the problem behaviors. If the program is not benefiting the child, Aldersgate Preschool reserves the right to dismiss the child from the program.

Child Abuse and Neglect

Aldersgate Preschool provides each staff member of the Center written information governing the reporting provision of the Delaware child abuse and neglect law(s) and regulations, Aldersgate Preschool's policies and procedures for reporting and documenting suspected abuse and neglect, and maintain on file written documentation of their receipt of this information. Aldersgate Preschool will not discourage, inhibit, penalize or otherwise impede any staff member from reporting any suspected or alleged incident of child abuse or neglect. Aldersgate Preschool follows and maintains on file written policies and procedures for handling any

incident of suspected child abuse or neglect, which occurs while a child, is in the Preschool's care. The policies and procedures contain provisions specifying that:

- A. Aldersgate Preschool will immediately report the suspected abuse or neglect as required by Law;
- B. Aldersgate Preschool will immediately take remedial action to protect children from harm;
- C. Aldersgate Preschool will take long-term corrective action to eliminate the factors or circumstances that may have caused or may have otherwise resulted in a continuing risk of abuse or neglect to children if the abuse or neglect occurred at the Preschool by a staff member;
- D. Any staff member alleged to have perpetrated an incident of child abuse or neglect will not have direct contact with any child, or be reassigned to other duties that do not involve contact with children until the investigation of the incident has been completed; and
- E. Aldersgate Preschool will take disciplinary action, up to and including termination as required by Rules #138-140 and by Law, against any staff member who committed an act of child abuse or neglect.

Transition to a New Class

Children move from one classroom to another at the start of the new school year. Families are able to meet the preschool staff, visit the classroom and receive information about the upcoming school year at the open houses the week before preschool begins. All teachers are in contact with their families for this designated time frame. Specific Ages & Stages Questionnaires, All about Me forms, snacks, allergies, schedules, expectations and goals are reviewed during the beginning of the preschool year.

Physical Environment and Safety

Aldersgate Preschool will maintain all areas of the facility in a clean, safe condition free from hazards to the health and safety of children and all structures, fences, equipment and grounds are maintained so as to be free from any hazard to health and safety.

Sanitation

Aldersgate Preschool will ensure that areas and equipment are washed daily with soap and water and disinfected as required.

The disinfectant solution shall either be a self-made solution consisting of one-fourth (1/4) cup of household bleach to each gallon of water (one (1) tablespoon per quart), which is prepared daily, labeled, placed in a bottle that is sealed with a cap and stored out of the reach of children or a commercially prepared disinfectant which indicates it kills bacteria, viruses and parasites and used in accordance with label instructions.

Handwashing

Aldersgate Preschool will ensure that staff and children wash their hands regardless of glove usage with soap and running water and use single service towels for drying hands, according to the Delaware Stars standards:

- A. Before and after eating or handling food;
- B. Before and after giving medications;
- C. Before and after caring for a child who may be sick;
- D. Before and after using a water-play table with other children;
- E. After toileting or diapering;

- F. After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body secretions;
- G. After handling animals or their equipment or after coming into contact with an animal's body secretions;
- H. After playing in a sandbox;
- I. After outdoor play;
- J. After cleaning; and
- K. After taking out the garbage.

Diapering

Aldersgate Preschool will ensure that staff members changing children's diapers wash their hands and the hands of the child with soap and water immediately after each diaper change; and the proper procedure is posted in the diaper changing area.

Food Safety

Aldersgate Preschool has refrigeration to keep perishable food cold (forty (40) degrees F. or colder). When children eat lunches prepared at home have adequate refrigerated storage for such lunches for the Lunch Bunch program.

The Preschool will ensure that all food is clean, wholesome, free from spoilage and adulteration, correctly labeled and safe for human consumption.

Storage of Personal Belongings

Aldersgate Preschool provides a "cubby" for each child with individual storage space for personal belongings stored in a plastic zip-lock bag, so that clothing used by a child does not come into contact with that used by other children.

Outdoor Climate

Children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Children will play out doors if the wind chill is above 15 degree F and the heat index is below 90 degree F as identified by the National Weather Service. Outdoor play is not required if there is active precipitation.

Emergency Planning

Aldersgate Preschool has a written emergency plan describing procedures for both natural and man-made disasters for such situations as a fire, flood, earthquake, extreme weather conditions, power failure or utility disruptions, chemical or toxic spills, bomb threat, or terrorist attack.

You will be contacted to pick up your child at the preschool and sign your child out with the teacher or at Panera or Ponte's if the preschool needed to be relocated.

Monthly evacuation drills are practiced from all exit locations at varied times of the day and during varied activities.

Aldersgate Preschool has a written plan for procedures in the event that children and staff must remain at the Preschool for an extended period due to a natural or man-made disaster. Therefore, a collection of gallons of water at the beginning of the school year is done.

Pets

Aldersgate Preschool will ensure that any pets kept by or located in the Preschool are documented by a licensed veterinarian as not being carriers of illness that would be a hazard to children, are free from disease and vaccinated as prescribed by law or as recommended by a licensed veterinarian. Children only under close staff supervision will handle the animals.

General Safety Practices

Safety of the children at Aldersgate Preschool is our main concern that is detailed in the state regulations of the DELACARE, RULES FOR EARLY CARE AND

EDUCATION AND SCHOOL-AGE CENTERS, OFFICE OF CHILD CARE LICENSING, DIVISION OF FAMILY SERVICES DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES, STATE OF DELAWARE; Rules#197-296.

Health Care Plan

This is Aldersgate Preschool's written plan for the routine and emergency health care of children including procedures to be followed in case of illness and plans for accessing emergency services. Each staff member has received a copy of this plan and is trained in its implementation during staff orientation.

Parents/guardians are given a copy of this plan (at the time of enrollment or soon thereafter). The health care provider has approved the plan or certified child care health consultant who is also a Registered Nurse licensed in Delaware and include:

Procedures to be followed in case of illness or emergency, including method of transportation and notification of parents/guardians;

The parent will be notified immediately about the illness or emergency. 911 will be called depending on the situation. The parent may choose to pick up the child or have the ambulance transport the child. The Aldersgate Preschool staff may transport the child to the A.I DuPont Hospital for Children.

A. Procedures to be followed in case of illness or emergency, when parents/guardians cannot be reached;

The emergency contact numbers listed on the Emergency Contact Information card will be notified.

B. The Center's policy regarding the administration of medication; Two members of the Aldersgate Preschool's staff are qualified to administer medication yet the preschool does not administer medication.

C. The plan for the management of communicable disease includes the following:

The list of symptoms of illness for which a child will be excluded from Aldersgate Preschool or separated from the group if symptoms occur after the child has been admitted for the day as specified in Rule #320 of the DELACARE, RULES FOR EARLY CARE AND EDUCATION AND SCHOOL-AGE CENTERS, OFFICE OF CHILD CARE LICENSING, DIVISION OF FAMILY SERVICES DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES, STATE OF DELAWARE;

Aldersgate Preschool will not permit a child who has symptoms of illness specified below to be admitted to the Preschool or remain at the Preschool unless written documentation from a health care provider, or verbal with written follow-up, states the child has been diagnosed and poses no serious health risk to the child or to other children. The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

A. Temperature: infants four (4) months old and younger, equivalent to 100 degrees or greater even if there has not been a change in behavior;

B. Temperature: children older than four (4) months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than four (4) years (or younger than three (3) years if a digital thermometer is used). Rectal temperature shall be taken

- only by a licensed health care professional;
- C. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) - until medical evaluation allows inclusion;
- D. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
- E. Blood in stools not explainable by dietary change, medication, or hard stools;
- F. Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
- G. Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms;
- H. Mouth sores with drooling, unless a health care provider determines that condition is noninfectious;
- I. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- J. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after twenty-four (24) hours after antibiotic treatment has been initiated;
- K. Scabies, until twenty-four (24) hours after treatment has been initiated;
- L. Pediculosis (head lice), until twenty-four (24) hours after treatment has been initiated;
- M. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend care;
- N. Impetigo, until twenty-four (24) hours after treatment has been initiated;
- O. Strep throat or other streptococcal infection, until twenty-four (24) hours after initial antibiotic treatment and cessation of fever;
- P. Varicella-Zoster (Chicken pox), until all sores have dried and crusted (usually six (6) days);
- Q. Shingles, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry;
- R. Pertussis, until five (5) days of antibiotic treatment;
- S. Mumps, until nine (9) days after onset of parotid gland swelling;
- T. Hepatitis A virus, until one (1) week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
- U. Measles, until five (5) days after onset of rash;
- V. Rubella, until six (6) days after onset of rash;
- W. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or
- X. Unspecified illness if it limits the child's comfortable

participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.

The list of reportable communicable diseases for which a child will not be admitted to Aldersgate Preschool without a written statement from a health care provider as specified in Rule #322;

Rule #322 - A licensee (Aldersgate Preschool) shall not permit a child with a reportable communicable disease, as specified by the Division of Public Health to be admitted to or remain at the Center, unless:

- A. Written documentation from the child's health care provider states the child has been evaluated and presents no risk to the child or to others;
- B. The licensee has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others; or
- C. If there is conflict in the opinions of the health care provider and the Division of Public Health regarding the exclusion of a child, the licensee shall follow the instructions of the Division of Public Health.

Be assured that the parent(s)/guardian(s) whose child may have been exposed to a reportable communicable disease will receive written notice of the outbreak of such disease at Aldersgate Preschool. Email notice may also be used for communicating.

Illness

Some common tips for staying healthy that we teach the children include:

Sneeze and cough into your elbow: this minimizes the spreading of germs through the hands. Sing the ABC song while washing hands before meals, after diapering, after toileting, and blowing of a nose. If the staff feels that your child is too ill to remain in the program, you will be called. We will expect you, or someone you designate, to pick up the child immediately. The final decision to exclude a child from care will be made by Aldersgate Preschool.

Conferences

Two Parent Conferences are held during November and March to formally discuss the child's social, emotional, cognitive and physical development. Please sign the progress report and return it to the child's teacher. Please sign your child up for the free childcare during the parent conference. Individual conferences can be held at any time of the year, however, and we encourage you to contact the school if you have questions or concerns about your child's development either at home or school.

School Calendar

A general calendar will be issued at the beginning of the school year and is followed up by monthly detailed updates.

School Closings

In the event of bad weather (including fog), Aldersgate Preschool is closed or delayed. Notice of such closings are listed on radio AM station WDEL 1150 or FM stations WSTW 93.7. Please listen for **Aldersgate Preschool**. If at all possible, the official call will be made by 7am. An email message will also be implemented as well as a phone tree if there is no email available.

Tuition

Tuition is based on the school year from September through May. September's non-refundable payment is due once your child is accepted into **Aldersgate Preschool**. The yearly tuition may be paid in one lump sum or monthly. Tuition is due on the

FIRST of the month with a check payable to **Aldersgate Preschool**, with your child's name on the memo line. Your canceled check will serve as your receipt for payments. A late fee of \$5.00 will be assessed on the fifth of the month and an additional \$20.00 will be charged on the tenth day of the month. A \$25.00 fee will be charged if a check is returned. Parents are responsible for reissuing a second check. Tuition payments will be made by cash, certified check, or money order if at any future time the bank returns a check. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Please place non-refundable tuition checks in the designated box at the welcome area by the first of each month. (2016-2017)

2 days/week — \$185/month

3 days/week — \$280/month

5 days/week — \$370/month

Supply/materials Fee (due Sept. 1) - \$50

Non-refundable Registration Fee - \$50

We are able to offer a 10% family discount on the monthly tuition fee.

Food and Nutrition – Food Service Policy

Morning Snack and Lunch

Aldersgate Preschool serves a morning snack to the children. The classroom teacher may ask the parents to provide and sign up for specific items related to the curriculum. The teacher may also have individual children bring in their own snack. Water and/or milk will be provided for all the children in attendance each day.

Milk: fluid pasteurized cow's milk; Children one (1) year to two (2) years shall have whole pasteurized cow's milk when not on formula or breast milk;

Aldersgate Preschool will ensure that nutritious and appropriately-timed meals and snacks meeting nutritional requirements are served in accordance with the following schedule which indicates number of hours a child is present at Aldersgate Preschool:

A. 2 hours - 4 hours 1 snack;

B. 4 hours - 6 hours 1 meal and 1 snack;

Each class has its own separate food allergies and special needs. The classroom teacher will inform the families of these allergies at the Open House and in written form.

Nutritional information and guidelines concerning the content of meals will be provided to the parents/guardians; procedures to prevent spoilage of food brought from home; and a procedure to be followed by the staff if food brought from home fails to meet nutritional requirements.

The snack served will have at least one (1) item from two (2) of the food groups as described below. Aldersgate Preschool will ensure the food served is based on the basic food groups as follows:

A. Milk: fluid pasteurized cow's milk;

i. Children one (1) year to two (2) years shall have whole pasteurized cow's milk when not on formula or breast milk;

B. Proteins: meat, fish, poultry, eggs, yogurt, cheese, dried beans, peas. We are peanut-free, so no peanuts or tree nuts due to children's allergies.

C. Fruits and vegetables: include a variety of fresh vegetables and fruits; and

D. Grains: Whole grain and enriched products such as breads, cereals,

pastas, crackers and rice.

LUNCH BUNCH: A lunch brought from home will have one (1) item from each of the milk (A), protein (B) and grain (D) food groups and two (2) items from the fruit and vegetable (C) food groups.

Aldersgate Preschool will ensure that staff responsible for food service has knowledge of nutrition, sanitary food preparation, storage and clean-up and adhere to the preschool's policy on food service.

Staff responsibilities for food service activities shall not reduce staff/child ratios nor be allowed to interfere in other ways with the Center's program or supervision of children while performing food service activities.

Aldersgate Preschool will ensure that the Center has an annual review of a two (2) week menu sample by the Office of Child Care Licensing. Consultation and technical assistance shall be used as needed to correct any problem(s) identified by this annual review and/or during licensing or complaint investigations.

Aldersgate Preschool will ensure that menus are planned in advance, are dated and are posted in a prominent place. Menus noting actual food served shall be retained by the Center for thirty (30) days. Any changes made in actual food served on a particular date shall be documented on the menu on or before that date.

A supply of food and water shall be kept in stock for emergency situations that require an extended stay at the Center or cause a power outage. Non-perishable foods, bottled water and any equipment necessary to serve or prepare foods without the use of electricity shall be included in the supply.

Aldersgate Preschool will ensure that meals and snacks are provided except when one (1) of the following circumstances occurs:

A written statement has been signed by a parent/guardian and kept on file indicating that the parent/guardian has chosen to provide food for the child; Aldersgate Preschool makes it known to all parents/guardians at the time of application for enrollment that meals are to be provided by parents/guardians and informs parents/guardians of the importance of sending meals that meet the nutritional requirements as specified in Rules #356–358 and the Appendix, CACFP Meal Pattern Requirements for Infants and CACFP Meal Pattern Requirement for Children. Aldersgate Preschool has a field trip or a specific activity requiring special meal arrangements.

Aldersgate Preschool will ensure that meals and snacks are provided in accordance to the current USDA/Child and Adult Care Food Program (CACFP) meal pattern requirements which are adjusted accordingly by the age of the infant and child as specified in Appendix, CACFP Meal Pattern Requirements for Infants and CACFP Meal Pattern Requirement for Children.

Aldersgate Preschool will have supplemental foods from all basic food groups to serve children if meals provided by parents/guardians fail to meet nutritional requirements. Aldersgate Preschool will ensure that when fruit juice is served, 100%-unsweetened juice is used, and not a fruit drink. Aldersgate Preschool will ensure that children are encouraged but not forced to eat. Aldersgate Preschool will provide for the introduction of a variety of food textures, finger foods, and a cup in the training of self-feeding and nutrition education. Aldersgate Preschool will ensure that powdered milk is not used as a substitute for fluid milk for drinking purposes but may be used in cooking. Aldersgate Preschool will ensure that special, therapeutic diets are served by Aldersgate Preschool staff only upon written instructions by a health care provider.

Aldersgate Preschool will ensure that if the parent(s)/guardian(s) requests any modification of basic meal patterns (see Appendix, CACFP Meal Pattern Requirements for Infants and CACFP Meal Pattern Requirement for Children) due to a child's medical need(s) such as food allergies or food intolerance, the parent(s)/guardian(s) provide the food.

Aldersgate Preschool with written documentation from the child's health care provider permitting the modification.

Aldersgate Preschool will ensure that if the parent(s)/guardian(s) requests any modification of basic meal patterns (see Appendix, CACFP Meal Pattern Requirements for Infants and CACFP Meal Pattern Requirement for Children) due to a family's food preferences or religious beliefs, the parent(s)/guardian(s) provide Aldersgate Preschool with written documentation specifying which foods are unacceptable and the food substitutions allowed within the same food group.

Aldersgate Preschool will ensure that every effort will be made to accommodate the needs of the child who is being breast-fed, including allowing the mother to breastfeed her child at a designated place at Aldersgate Preschool.

Aldersgate Preschool will ensure that each individual child has his or her own utensils – fork, spoon, knife, dish, cup or bottle as appropriate to the age of the child to eat with or be feed with. Such equipment shall not be shared with another child during feeding.

Aldersgate Preschool will ensure that the use of a bottle is discouraged for children after one (1) year of age, and instead, teach and encourage the use of a cup. There are details of the amount of food on the CACFP Meal Pattern Requirement for Children.

Birthdays are special events in a child's life. Parents are encouraged to send in a special snack for this occasion. We prefer the small mini cupcakes to larger cupcakes and donut holes and special cookies are easy alternatives, also. We have a mini cupcake pan available for your use. Please contact your child's teacher in advance with these arrangements.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction.

Before Care (8AM-9AM for \$6/day) and Lunch Bunch (11:45AM - 1PM or 2PM) will begin the second week of preschool. Sign up your child (monthly) in advance on the designated clipboard. Lunch Bunch is \$9/day till 1pm and \$15/day till 2pm is charged and a check is to be written out to Aldersgate Preschool and days noted on the memo line.

Aldersgate Preschool's curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their child to eat when they are in attendance at lunch bunch. Please pack foods in a lunch box labeled with the child's name and what your child can eat easily as we expect them to eat their food independently. (If it is an item that you would hand feed at home, it shouldn't be in their lunch box). **Please do not pack candy** and other rich desserts in your child's lunch. If you wish for these foods to be a part of the child's diet, please give them to your child at home. Aldersgate Preschool prohibits any food in glass containers. These can be a safety hazards for the children and the staff. Please provide a tea/dish towel (piece of cloth with child's name) for a placemat and an ice pack marked with the child's name, in your child's lunch. Please place the child's lunch on the *Lunch Bunch Cart* in the morning. Lunches

containing milk, cheese, yogurt, and/or other food items require refrigeration and should be placed in a refrigerator labeled with the child's name on it. Please label all items brought into Aldersgate Preschool. Please be sure to write the time and sign out your child on the lunch bunch clipboard.

Clothing

Since independence is one of our major goals for the children, we encourage them to take care of themselves whenever possible. This is especially true with the child's clothing. Please provide your child with clothes that he/she can handle independently, especially in the bathroom. Sturdy shoes, such as **sneakers**, are needed for the children. Clothing which is removed, such as sweaters, raincoats, hats and mittens should be labeled with the child's name. Please leave all nonessential items such as umbrellas, purses, belts, sunglasses, and rain boots at home. Winter boots on snowy days are fine.

Change of Clothes

Aldersgate Preschool provides smocks. However, certain water and art activities can be messy, and even older children may have a bathroom accident, especially during illness. To help minimize any embarrassment or inconvenience to your child, please send in a change of clothing including seasonally appropriate pants, shirt, underwear, (extra diaper & wipes), and socks to school. Please place all items in a labeled zip-lock bag to be stored in the child's cubby. Please replenish these items seasonally or as soon as possible if your child brings home soiled clothing.

Book Bag/Back Pack

Please have your child carry a book bag to and from school each day for notes and papers. This bag is important: please make sure your child brings it each day and check the bag for notes or other important papers.

Waiver of Liability

In consideration of having my child attend the Aldersgate Preschool, on behalf of myself, my family, my heirs, and my assigns, I hereby release the Aldersgate Preschool and the Aldersgate United Methodist Church its agents, and its employees from liability for injury, loss, or death to the child while using any facility or equipment or in any way associated with participating in the activity of being a student now or in the future, resulting from the ordinary negligence of the Aldersgate Preschool its agents and employees. I know and understand and appreciate the risks associated with participating in a preschool and I am voluntarily enrolling my child in the preschool. In doing so, the child is assuming all the inherent risks. I further understand in the event of a medical emergency, Aldersgate Preschool will call EMS to render assistance and that I will be financially responsible for any expenses involved. Please sign the receipt of the Family Handbook to allow permission to medically treat your child and for the waiver of liability.

Babysitting By Staff Member Release Form

Aldersgate Preschool requires that by signing the Family Handbook you are releasing liability for a parent/guardian who employs a staff member to baby sit their child/children or for any other reason. Should you chose to employ one of our staff as a babysitter, or for any other purpose, this arrangement is completely between you and the staff member. *Aldersgate Preschool* assumes no responsibility or liability for the staff member's performance. Employment by *Aldersgate Preschool* is in no way a recommendation of the staff member.

FAMILY Resources

Delaware State Agencies and Related Resources

- **DE Department of Health and Social Services**
<http://www.dhss.delaware.gov/dhss/index.html>
 - **Division of Social Services: Child Care**
<http://www.dhss.delaware.gov/dhss/dss/childcr.html>
 - **Division of Management Services:**
 - Birth to Three Early Intervention Services
<http://www.dhss.delaware.gov/dhss/dms/epqc/birth3/directry.html>
- **Division of Public Health:**
 - **Child Development Watch**
<http://www.dhss.delaware.gov/dhss/dph/chs/chscdw.html>
 - WIC
<http://www.dhss.delaware.gov/dhss/dph/chca/dphwichominf01.html>
 - Office of Children with Special Health Care Needs
<http://www.dhss.delaware.gov/dhss/dph/chca/dphcshcn.html>
 - Early Childhood Comprehensive Systems Initiative
<http://www.dhss.delaware.gov/dhss/dph/chca/dphearlychildpublic.html>
 - Public Health Clinic Services for Children
<http://www.dhss.delaware.gov/dhss/dph/chs/clinickids.html>
 - Newborn Screening Program
<http://www.dhss.delaware.gov/dhss/dph/chca/dphnsp1.html>
- **Division of State Service Centers:**
 - Directory of Human Services in Delaware
<http://www.dhss.delaware.gov/dhss/dssc/>
- **Division of Substance Abuse & Mental Health**
<http://www.dhss.delaware.gov/dhss/dsamh/>
 - Crisis Intervention
http://www.dhss.delaware.gov/dhss/dsamh/crisis_intervention.html
- **DE Developmental Disabilities Council**
<http://ddc.delaware.gov>
 - **Related links for developmental disabilities**
<http://ddc.delaware.gov/links.shtml>
 - Partners in Policymaking
<http://www.ddc.delaware.gov>
- **DE Department of Services for Children, Youth, and their Families**
<http://kids.delaware.gov/default.shtml>
 - **Office of Child Care Licensing**
<http://kids.delaware.gov/occl/occl.shtml>

- Information for Child Care Providers
http://kids.delaware.gov/occl/occl_providers.shtml
 - Delacare: Rules for Early Care and Education and School-Age Centers
http://kids.delaware.gov/occl/occl_new_rules.shtml
 - Parent Resources
http://kids.delaware.gov/occl/occl_parents.shtml
 - Search for Delaware Child Care
<http://167.21.98.11:7777/pls/apexdcd/f?p=105:1:3992213278233779>
- **Office of Child Mental Health**
<http://kids.delaware.gov/cmhs/cmhs.shtml>
 - Child Mental Health Website Links for Families
http://kids.delaware.gov/cmhs/cmhs_families_links.shtml
- **Crisis Help**
<http://kids.delaware.gov/services/crisis.shtml>
 - Child Mental Health Website Links for Families
http://kids.delaware.gov/cmhs/cmhs_families_links.shtml
- **Office of Prevention & Early Intervention**
 - K-5 Early Intervention Program
http://kids.delaware.gov/mss/mss_opei_early_intervention.shtml
 - Office of Prevention Resource Library
http://kids.delaware.gov/pdfs/mss_oprc_order_form_fillable_2008.pdf
- **Child Protective Services: Child Abuse Intervention**
<http://kids.delaware.gov/fs/cai.shtml>
 - What Professionals need to know
http://kids.delaware.gov/pdfs/broch_childabuseneglect.pdf
 - Foster Care
<http://kids.delaware.gov/fs/fostercare.shtml>
- **DE Department of Education**
 - **Building Blocks: Child Outcomes**
<http://www.dhss.delaware.gov/dhss/dms/birth3pubs.html>
 - Child and Adult Care Food Program
http://www.doe.k12.de.us/infosuites/Students_family/nutrition/cacfp/cacfp_overview.shtml
 - Child Care Locator Services
<http://www.doe.k12.de.us/infosuites/schools/mapping/interactive.shtml>
 - Delaware First: Professional Development for Early Childhood

- Delaware Teacher Center - <http://www.dtc.k12.de.us/centers.html>
- Georgetown - <http://lrc.doe.state.de.us/winnebago/index.asp?lib=??>
- **Delaware Department of Labor**
<http://www.delawareworks.com>
 - **Early Childhood Apprenticeship**
<http://www.delawareworks.com/industrialaffairs/services/LaborLawEnforcementInfo.shtml#apprenticeship>

Additional Resources

1. Child Traumatic Stress and Treatment
 - * [NCCTS Questions and Answers about Child Sexual Abuse Treatment](#)
 - * [Parent-Child Interaction Therapy \(PCIT\)](#)
 - * [Delaware Parent-Child Interaction Therapy \(PCIT\) Roster](#)
 - * [Trauma-focused Cognitive Behavioral Therapy](#)
 - * [Delaware Trauma-Focused Cognitive Behavioral Therapy \(TF-CBT\) roster](#)
 - * [Children and Trauma - Update for Mental Health Professionals](#)
 - * [Children and Trauma - Tips for Mental Health Professionals](#)
2. Family Voices <http://www.familyvoices.org/states.php?state=DE>
3. Contact Lifeline <http://contactlifeline.org/contact.html>
4. Early Childhood Outcomes Center
<http://www.fpg.unc.edu/~eco/index.cfm>
5. Evidence-Based Social-Emotional Curricula for Children 0-5 Years and Their Families
http://www.challengingbehavior.org/do/resources/documents/roadmap_2.pdf
6. Promoting Social Behavior of Young Children in Group Settings: A Summary of Research
http://www.challengingbehavior.org/do/resources/documents/roadmap_3.pdf
7. Administrator Strategies that Support High Fidelity Implementation of the Pyramid Model for Promoting Social-Emotional Competence & Addressing Challenging Behavior
http://www.challengingbehavior.org/do/resources/documents/brief_administrator.pdf
8. Quality Benchmark for Cultural Competence
http://www.naeyc.org/files/naeyc/file/policy/state/QBCC_Tool.pdf

9. The Annie E. Casey Foundation: 2009 KIDS COUNT Data Book
<http://datacenter.kidscount.org>
10. Parent Information Center of Delaware, Inc.
<http://www.picofdel.org>
11. Delaware Assistive Technology Initiative <http://www.dati.org/>
12. Autism Information
<http://www.autism-society.org/site/PageServer>
<http://medicalhomeinfo.org/about/cocwd/autism.aspx>
13. SIDS Back to Sleep Campaign <http://www.nichd.nih.gov/sids>
14. Connecting with Parents in the Early Years
<http://ceep.crc.uiuc.edu/pubs/connecting.html>
15. Reaching out to and supporting families: Cooperative Extension
<http://ag.udel.edu/extension/fam/index.htm>
16. Directory of Human Services in Delaware
<http://www.dhss.delaware.gov/dhss/dssc>
17. Asperger's Network in Delaware
<http://www.udel.edu/bkirby/asperger/suppDE.html>
18. Autism Delaware <http://www.delautism.org>
19. Lower Delaware Autism Foundation <http://www.ldaf.com>
20. Nemours <http://www.nemours.org/department/nhps.html>
21. Center for Disabilities Studies <http://www.udel.edu/cds>
22. Delaware Assistive Technology <http://www.dati.org>

Resource & Referral

Delaware Helpline

<http://www.delawarehelpline.org/helpline/index.jsp>

Children & Families First

<https://www.familyandworkplace.org/families/referrals.asp>

Cooperative Extension

<http://ag.udel.edu/extension/fam/Help.htm>

Delaware Association for Education of Young Children (DAEYC)

<http://www.daeyc.org>

23. Delacare: [Rules for Early Care and Education and School-age Centers](#) (PDF 445K)
24. [Infant Mental Health and Early Care and Education Providers](#) (PDF 510K)
25. [Response to Intervention & the Pyramid Model](#) (PDF 1.1M)

26. What works: An introductory teacher guide to early language and emergent literacy instruction (PDF 680K)
27. The professional's guide to reporting child abuse and neglect (PDF 622K)
28. Delaware Guidelines for Young Children with Communication Delays (PDF 129K)
29. Guide to promoting inclusion in early care and education (PDF 1.5M)

Resources for professionals and parents caring for children with disabilities

30. Parent Information Center of Delaware <http://www.picofdel.org>
31. UD Cooperative Extension, Families Matter!
<http://ag.udel.edu/extension/fam/FM/index.htm>
32. UD Cooperative Extension, Great Beginnings
<http://ag.udel.edu/extension/fam/gb/gb-list.htm>
33. UD Cooperative Extension, Finding Help and Resources for Parents, Grandparents and Mentors
<http://ag.udel.edu/extension/fam/Help.htm>
34. UD Cooperative Extension, The Family Well-Being Across the Lifespan Extension Cord
<http://ag.udel.edu/extension/fam/index.htm>
35. UD Cooperative Extension, Child Care and Out-of-School School Care
<http://ag.udel.edu/extension/fam/professionalresources/ed/childcare.htm>
36. UD Cooperative Extension, Resources for Professionals
<http://ag.udel.edu/extension/fam/professionalresources/index.htm>
37. Clearinghouse on Early Education and Parenting
<http://ceep.crc.uiuc.edu>
38. Early Childhood and Parenting Collaborative (ECAP)
<http://ecap.crc.uiuc.edu>
39. Governor's Advisory Council for Exceptional Children (GACEC)
<http://gacec.delaware.gov>
40. Consultation and Professional Development for Early Childhood and Elementary Education <http://www.bestpracticesinc.net>
41. Children's Beach House <http://www.cbhinc.org/index.html>
42. Delaware Center for Youth Development
<http://www.cbhinc.org/TrainingDescriptions.html>
43. Delaware Center for Youth Development
<http://www.cbhinc.org/TrainingSchedules.html>

44. Council for Professional Recognition <http://www.cdacouncil.org>
45. Commission for Environmental Cooperation <http://www.cec.org>
46. Child Care Exchange <http://www.childcareexchange.com>
47. Early Childhood Research and Practice (ECRP)
<http://www.ecrp.uiuc.edu>
48. U.S. Department of Education <http://www.ed.gov/index.jhtml>
49. Education Atlas <http://www.educationatlas.com/early-childhood-education.html>
50. Education World <http://www.education-world.com>
51. Education Week <http://www.edweek.org/ew/index.html>
52. UD Cooperative Extension, Just in Time Parenting
<http://www.extension.org/parenting>
53. Family Communications <http://www.fci.org>
54. The Frank Porter Graham (FPG) Child Development Institute
<http://www.fpg.unc.edu>
55. Kid Writing <http://www.kidwriting.com>
56. National Association for the Education of Young Children (NAEYC) <http://www.naeyc.org>
57. Nursery-Kindergarten Association of Delaware (NKAD)
<http://www.nkad.org>
58. Positive Behavior Support Teachers <http://www.pbs.org/teachers>
Center on the Social and Emotional Foundations of Early Learning <http://www.vanderbilt.edu/csefel>
59. Zero to Three <http://www.zerotothree.org/site/PageServer>
60. Children and Families First - Child Care Capacity - Building Program
<http://www.familyandworkplace.org/providers/provider.capacity.asp>
61. Connecting Generation <http://www.connecting-generations.org>
62. Creative Mentoring <http://www.creativementoring.org>
63. Healthy Children <http://www.healthychildren.org/>
64. Birth Defects <http://www.cdc.gov/ncbddd/birthdefects/index.html>
65. Report injuries or hazards posed by consumer products. U.S. Consumer Product Safety Commission
<http://www.saferproducts.gov/>
66. "Learn the Signs, Act Early" program to improve early identification of children with autism and other developmental disabilities.
 1. Track Your Child's Developmental Milestones
English

http://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/TrackChildsDevMilestonesEng.pdf

Spanish -

http://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/TrackChildsDevMilestonesSpanish.pdf

2. [Milestone Moments](#)

<http://www.cdc.gov/ncbddd/actearly/milestones/index.html>

67. CDC Fragile X Syndrome <http://www.cdc.gov/Features/FragileX/>

On-line courses:

Associates Degree for Teachers of Infants and Toddlers, University of Cincinnati <http://www.eclc.uc.edu>

Keys to Interactive Parenting <http://www.comfortconsults.org>

Toll-Free Crisis Hotline Numbers - Related Organizations List

Child Abuse Childhelp® Child abuse victims, parents, concerned individuals

Phone: 800.4.A.CHILD (800.422.4453)

Child Sexual Abuse - Darkness to Light Children and adults needing local information or resources about sexual abuse Phone:

866.FOR.LIGHT (866.367.5444)

Crime Victims National Center for Victims of Crime

Phone: 800.FYI.CALL (800.394.2255)

Whom They Help: All victims of crime

Family Violence National Domestic Violence Hotline Children, parents, friends, offenders Phone: 800.799.SAFE (800.799.7233)

Human Trafficking National Human Trafficking Hotline

Phone: 888.373.7888

Whom They Help: Victims of human trafficking and those reporting potential trafficking situations

Mental Illness National Alliance on Mental Illness

Phone: 800.950.NAMI (800.950.6264)

Whom They Help: Individuals, families, professionals

Missing/Abducted Children Child Find of America Parents reporting lost or abducted children, including parental abductions Phone:

800.I.AM.LOST (800.426.5678)

Child Find of America—Mediation Parents (abduction, prevention, child custody issues) Phone: 800.A.WAY.OUT (800.292.9688)

National Center for Missing and Exploited Children

Phone: 800.THE.LOST (800.843.5678) Families and professionals (social services, law enforcement)

Rape/Incest Rape, Abuse & Incest National Network (RAINN)

Phone: 800.656.HOPE, Ext. 1 (800.656.4673, Ext. 1) Rape and incest victims, media, policymakers, concerned individuals

Substance Abuse National Alcohol and Substance Abuse Information Center Phone: 800.784.6776

Families, professionals, media, policymakers, concerned individuals

Suicide Prevention National Suicide Hopeline Families, concerned individuals Phone: 800.784.2433

National Suicide Prevention Lifeline Families, concerned individuals Phone: 800.273.8255

Youth in Trouble/Runaways National Runaway Switchboard Runaway and homeless youth, families Phone: **800.RUNAWAY** (800.786.2929)

Additional Family Resources & Services:

Agencies that provide resources and services for children with disabilities.

Bush Preschool, Bush Early Education Center- Provides special education services to preschoolers in the Brandywine community, 101 Whitby Drive, Sharpley, Wilmington, DE 19803 (302)479-1617.

Centreville School - Ages 4-13 with learning style differences or learning disabilities, Centreville, DE

Child Development Watch –statewide early intervention program for children ages birth to 3 with disabilities or developmental delays, by appointment. New Castle, Limestone Building, Monday-Friday 8-4:30, (302)995-8617, 1(800)671-0500.

Childfind Delaware Early Education Center - Identifies children who may have developmental delays with services including developmental screening and multi disciplinary assessments, Wilmington, 479-2618, Harrington (302)398-8945.

Parent Information Center of Delaware- Parent training and information center to help families who have questions or concerns about their child's disability or special needs and/or about their child's provision for education and related services. *Family-School Partners* are available to assist families and professionals in understanding laws and regulations to secure appropriate services. They also offer statewide conferences, workshops and training programs, parent networking for support groups, speakers, and an extensive resource file.

Policies and procedures are reviewed periodically and subject to revision.

Please keep the **Aldersgate Preschool Family Handbook** on file for your reference.

August 2016smj