

PURPOSE

The purpose of the Ansonia Early Childhood Program is to provide preschool aged children an opportunity to learn through play with other children and with appropriate toys and materials; where all the domains of development are fostered.

The staff is trained in the care and education of the preschool child. The equipment and materials are designed to meet the needs of the child.

PHILOSOPHY

We believe all children can learn. Our curriculum is a combination of play-based, project based, and academic based lessons. We believe each preschool child develops individually, and we encourage growth on an individual basis. We believe that families are important, and we include family activities as an extension of our curriculum. We value and teach “respect of others” for our community and our world.

MISSION

It is the mission of Ansonia Early Childhood to help children and families develop and prepare for the next step in education.

CURRICULUM

The preschool uses the Creative Curriculum which reflects the Ohio Department of Education learning standards. The early learning content standards describe concepts and skills for young children. In addition, the early learning indicators are aligned to the Ohio Department of Education’s Kindergarten through twelfth grade indicators. The standards serve as a framework for designing and implementing meaningful curricula and intentional learning experiences for the preschool child.

FORMS

Your child will need paperwork filled out by the first day of school. All forms are available at the preschool room or online at www.ansonia.k12.oh.us . Click on the preschool link,, then click on the form(s) you will need. We will also need a copy of your child’s birth certificate and immunization record. The following forms are required:

- **Physical (yellow):** Due within 30 days of your child’s enrollment. Failure to turn in physical within 30 days will result in exclusion from the program until the physical is completed.
- **Emergency Medical (orange)**
- **Attendance Release (blue):** Please list any person(s) allowed to pick up your child on his/her preschool days. We will not release your child to a person who is not on the Attendance Release form.
- **Health History (cream)**
- **Permission Form (white)**
- **Family Information (white)**
- **Dental (pink):** The Ohio Department of Education would like all preschoolers to be seen by a dentist. The school offers Mobile Dentist twice a year, once in the Fall and once in the Spring. This service is available to any student and discounts offered to those who qualify based on income and family size.
- **Custodial Form (purple):** We will need any court documents pertaining to custody agreements between the parents.
- **Tuition Agreement (pink)**

ENROLLMENT

Enrollment in the Ansonia Early Childhood Program is open to all children who are 3 years of age by September. All children must be potty trained. It is unlawful for the Ansonia Early Childhood Center to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin.

DAYS AND HOURS OF OPERATION

Day Care.....Monday through Friday- 6:30 a.m. to 5:30 p.m.
Preschool.....Monday/Wednesday Class- 8:45 a.m. to 3:15 p.m.
Preschool.....Tuesday/Thursday Class-8:45 a.m. to 3:15 p.m.
Preschool.....Friday Class- 9:00 a.m. to 11:30 a.m.

When bringing your child to preschool, please **do not bring your child any earlier than 10 minutes before preschool is ready to begin.** The staff uses this time to prepare for the preschool day. If Ansonia School is closed due to bad weather, the preschool will also be closed. Delays are as followed:

3 hour delay, the preschool will be on a two hour delay, Preschool begins at 10:45

2 hour delay, the preschool will be on a one hour delay. Preschool begins at 9:45

Friday Class - 2 hour delay, preschool will begin at 9:30 a.m.

Friday Class - 3 hour delay – preschool cancelled

1 hour delay, all preschool sessions will meet at regularly scheduled times.

We will follow the Ansonia School Board policy regarding calamity days. There will be no refund of tuition, or make-up days, unless the five day limit per class is exceeded. Please watch local television stations for school delays and closings.

LEVEL 2 AND LEVEL 3 SNOW EMERGENCIES

Day care will be **closed in a level 2 or level 3 snow emergency.** This means that any morning that Darke County is on a level 2 or level 3 snow emergency, day care will not open at 6:30 a.m. If the level 2 or 3 is lifted later in the morning, and school is in session, the preschool will open for preschool at scheduled time, or the above listed delay times. Day care will remain open for the afternoon if there is not a level 2 or 3 snow emergency. Day care will also close in the event that a level 2 or level 3 is activated during the school day. In the event of afternoon day care closing the parents will be contacted at their workplace.

ONE CALL AUTOMATED CALLING SYSTEM

The Preschool is included with the K -12 automated One Call system in place for school closings and delays. Phone numbers given at registration are the phone numbers used for the automated calling system. **Parents are able to opt out of the One Call system or add additional phone numbers by going to www.ansonia.k12.oh.us and click on family profile.** The listed numbers are the ones that will be used to reach you for a school delay or closing and other school functions.

TELEPHONE

The preschool telephone number is 937-337-4200. When calling before 8:00 a.m. and after 3:30 p.m. the call will be sent to voice mail. At the voice mail prompt, your can **press 7 or press 2208** and your call will be sent to the preschool room. During the hours of 8:00 a.m. and 3:30 p.m. your call will be sent directly to the preschool room. The phone number for the preschool at the United Methodist church is 937-337-0221.

TUITION

The Ansonia Local School System acts as a fiscal agent for the Ansonia Early Childhood Program. Therefore, the total cost of operation must come from tuition and state grant money. **We ask that all tuition payments be made by check or money order. Please, no cash payments.**

Registration Fee- \$20.00

Preschool Tuition- 2 days a week \$100.00 a month per child

Preschool Tuition- Friday morning class \$40.00 a month per child.

Preschool tuition is due the first Monday, Tuesday, Friday of each month. You are expected to pay the entire month's preschool tuition even if your child is absent and does not attend. If you need to "drop off" your child at the Center at a time your child does not normally attend, please call the Center to determine if there is an opening. The following hourly rate will apply:

Hourly Rates- 1 Child

1 Hour	\$3.00
2 Hours	\$6.00
3 Hours	\$9.00
4 Hours	\$12.00
5 Hours	\$15.00
over 5 hours	\$20.00

Hourly Rates- 2 Children, same family

1 Hour	\$4.50
2 Hours	\$9.00
3 Hours	\$13.50
4 Hours	\$18.00
5 Hours	\$22.50
over 5 hours	\$30.00

SCHOOL DOORS LOCKED

The school doors will be locked at 9:00 a.m. each day. From 6:30 a.m. to 9:00 a.m. the outside doors closest to the preschool will be unlocked for day care drop-off. After 9:00 a.m., only the front entrance doors on the circle will be unlocked. The doors at the church location will also be locked at 9:00 a.m. Anyone who is requiring entrance at 9:00a.m. will be required to be buzzed in by preschool staff.

LATE CHARGES FOR PRESCHOOL

Your child may become worried and/or upset if you are late picking up for preschool. Please make every attempt to be prompt. If there is a late problem, there will be an additional charge of \$2.00 every 10 minutes you are late picking up your child at preschool. If you have difficulty picking up your child on time, day care arrangements can be made, and the hourly rates are listed above.

LATE CHARGES FOR DAY CARE

Day care closes at 5:30 p.m. each day. If there is a late problem, there will be an additional late charge of \$5.00 for every 15 minute segment past 5:30 p.m. (example 5:31 to 5:45). You will be required to pay the staff member working that evening.

LATE PRESCHOOL TUITION

Preschool tuition is due the first Monday/Tuesday/ Friday of each month. There will be a \$10.00 late charge if tuition is received after the 15th of the month.

FREE AND REDUCED TUITION

If you are receiving Free/Reduced tuition, your child must attend at least 6 days in the month to continue to receive free/reduced tuition. If your child is absent more than twice a month, you will be required to pay full tuition. If there are extenuating circumstances, then you are responsible to speak with the director of the preschool program to maintain your Free/Reduced status.

PRESCHOOL/DAY CARE RECEIPTS

A receipt will be written for each preschool/day care payment, and given to each family as a record of the transaction. Please save all the receipts as they will be record of preschool/day care payments that may be used for tax purposes.. For tax purposes the school's **ID number is 34-6400051**. There will be a \$15.00 fee for any duplication of lost or misplaced receipts.

WITHDRAWAL POLICY

If you choose to withdraw your child from the program, please give at least two week notice. If you withdraw your child before the end of the month, and have not given a two week notice, you are responsible for payment of the entire month's preschool tuition.

BREAKFAST

Breakfast time at the Center is 7:30 a.m. Any child in attendance at that time may bring in cereal, muffins, oatmeal or Granola Bars to eat for breakfast. The Center will provide milk and/or juice. The breakfast food may be brought in the original box or plastic bag to be used over several weeks. The food will be stored in the food cabinet with the child's name on it. **We will not serve breakfast after 7:45 a.m.**

STAR OF THE WEEK-SNACKS

Your child will be the star of the week twice during the school year. One time will be scheduled as close to your child's birthday as possible, and the second time will be at the opposite time of the year. When your child is the star, he/she will need to bring in 2 cans frozen juice concentrate or 2 cans 100% juice, a box of 5oz. Dixie cups, and 4 snacks (2 snacks a day). Friday class will bring in 1 can of juice, 1 snack, and a package of napkins.

A snack which includes two foods from the four basic food groups will be served at 9:20 a.m. and at 2:40 p.m. each day. The Friday class will be served one snack each day. Some snack suggestions would be carrot/celery sticks, apple wedges, cheese & crackers, Rice Krispie Treats, grapes, mixed fruit, oatmeal cookies, Graham Crackers, etc.

If we are celebrating your child's birthday please send in a celebration snack such as muffins, mini cupcakes, soft cookies, or whatever is special for your child.

LUNCH MEAL

The noon meal is provided by the school cafeteria. There is an additional charge for the meal. The noon meal will include foods from the four basic food groups which supply 1/3 of the child's recommended daily dietary allowance. Free and reduced lunch forms will be sent home at the beginning of school, and are available upon request during the year.

Please understand that due to the amount of children we serve, we **cannot substitute foods on the lunch tray**, and each child will be served **white milk only**. Your child has the option of packing a lunch (please remember packed foods are not warmed).

NAPTIME PROCEDURE

All preschool children present at 1:00 p.m. will be provided a cot to lay down and rest or sleep until 2:30 p.m. The children will be provided an individual cot by the school. The children may bring in a small pillow and blanket from home to use during rest time. The pillows and blankets will be stored at school and will be used just for preschool rest time. Soft music will be played and the teachers will rub each child's back. The cots will be sanitized with Clorox water and stacked to dry after each use. On a 3 hour delay, rest time will be optional.

TOOTH BRUSHING

Your child will brush his/her teeth after lunch each day at the Center. Each parent will be asked to purchase a toothbrush from the Center. The toothpaste will be provided by one of the preschool classes. Friday's class will not be brushing teeth.

LICENSING INFORMATION

The Ansonia Early Childhood Center is licensed by the Ohio Department of Education. The License is posted in room 208. The state laws and rules regarding child care are available at the Center. The Center's licensing record, including compliance report forms, and evaluation forms from the Health, Building, and Fire departments, are available upon request. To report a suspected violation by the Center, call (614) 466-0224. The license capacity in each age category of the Center is 0 infants, 1 toddler and 67 preschool children.

The Ansonia Early Childhood Center observes the following staff/child ratios and maximum group sizes:

Staff/Child Ratios	Maximum Group Size
Preschool 1:14	28

VISITATION

According to State Licensing Rules, any custodian, parent, or guardian of a child enrolled at the Ansonia Early Childhood Center shall be permitted unlimited access to the Center during its hours of operation. Visitation shall be permitted for the purpose of contacting your child (ren), evaluating the care provided by the Center, or evaluating the premises. Upon entering the Center, notify a staff member.

PARENTAL PARTICIPATION

Parents can participate in our program in many ways, such as:

- Donating toys and games (in good condition and developmentally appropriate)
- Donating clothing (size 4-6 shirts, sweatshirts, sweat pants, underwear, jackets)
- Helping with birthday and holiday parties

- Helping with scheduled field trips
- Helping in the classroom
- Presentations of hobbies and occupations
- Story time (reading to a class)

Two parent-teacher conferences are scheduled during the year. The first one is scheduled in the Fall and the second one in the Spring. The conferences are set up to allow the parents and teachers an opportunity to discuss a child's needs and progress.

Parents are encouraged to contact their child's teacher at any time to further discuss their child's needs and progress.

If you should have a complaint or a concern about the Ansonia Early Childhood Center, please notify the administrator in writing.

HOME VISITATION

We have a policy of home visits. Your child's teacher will visit your home once during the year. These visits will be scheduled in advance, and will usually last 15-30 minutes.

We visit the home of each child for the following reasons: First, we want to see the child in his/her own environment. The home visit helps the teacher to "understand" and know your child better. Secondly, a home visit allows the staff member and parent to sit down and talk without the interruption of the classroom. It is an opportunity for parents and staff members to get to know each other, to ask and answer questions, and to build better relationships.

CLASS ROSTER

A class roster including the child's name, address, and the telephone number will be distributed. Please let a staff member know if you do not wish your child's name (or phone number) to be included on the class roster.

FIELD TRIPS

We take field trips during our school year. These trips will broaden a child's span of concepts and increase the vocabulary he/she can use with real understanding. The trips are planned in coordination with the topics we are using in our program.

Each child must have a signed permission slip on file at school before he/she can go on any field trips.

Parents are needed to help on field trips with the following:

1. Supervising small groups of children.
2. Serving snack or a packed lunch.
3. Bathroom breaks.

EMERGENCY TRANSPORTATION

In the event that your child would need to be transported to a hospital, 911 will be called.

MANAGEMENT OF A COMMUNICABLE DISEASE

The Ansonia Early Childhood Center shall follow the Human Services, Communicable Disease Chart for the appropriate management of any suspected illness. Our chart is located in Room #208. If your child is exhibiting any of the following symptoms please do not bring him/her to the Center. A child with any of the following symptoms will be immediately isolated from other children and discharged to his/her parent/guardian:

1. Diarrhea (more than one abnormally loose stool within a twenty-four period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Conjunctivitis (Pink Eye).
5. Yellowish skin or eyes.
6. Temperature of one hundred degrees Fahrenheit (100 F) taken by the auxiliary method (under the arm).
7. Untreated infected skin patch (es).
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck.
10. Any indication of untreated lice, scabies, or other parasitic infestation.
11. Vomiting.

When a child suspected of having a communicable disease and /or exhibits any symptoms described in #1-11, the Center will follow these procedures:

- a. The child will receive care in a room or part of a room not being used for child care.
- b. The child will never be left alone or unsupervised.
- c. The child will be made comfortable and provided with a cot. After use, the cot and any linen used by the sick child will be disinfected before being used again.
- d. An isolated child will be observed for a worsening condition.
- e. The child will only be released to a parent, guardian, or other designated person.

NOTIFICATION OF EXPOSURE TO A COMMUNICABLE DISEASE

When your child has been exposed to a communicable disease while at the Center, you will be notified by letter.

RE-ADMITTANCE TO THE CENTER

Your child may be re-admitted to the Center:

- After 24 hours without a fever, diarrhea, or vomiting.
 - After your child has been on medication for treatment of the illness for at least 24 hours.
 - Chicken pox- After all chicken pox have crusted over.
 - Lice- After your child has been treated and checked by the school staff, he/she will be re-admitted. Your child will also be checked for nits and will need to be nit free.
- **When dealing with a serious illness, the staff may require a signed doctor's permission slip in order to allow the child back to the Center.

MANAGEMENT OF MILDLY ILL CHILDREN

A mildly ill child is defined as:

1. A child who is experiencing minor cold symptoms, but who is not exhibiting any symptoms listed under Management of a Communicable Disease #1-11.
2. A child who does not feel well enough to participate in activities, but who is not exhibiting any symptoms specified under Management of a Communicable Disease #1-11.

A mildly ill child will be admitted to the program, but will be observed.

MEDICATION POLICY

It is against our policy to administer non-prescribed medicine to any child. Examples of non-prescribed medicine are cough drops, aspirin, over-the-counter cough medicine, etc. We can administer medicine prescribed by a physician and filled by a pharmacy to aid in the treatment of a disease or illness. In order to give any prescribed medicine, we must have the parent's written permission to do so. Forms are available at the Center. When at all possible, we ask that parents administer medicine to their child at home. If your child has an ongoing illness, additional forms must be filled out and completed by your child's doctor.

STAFF MANAGEMENT OF A COMMUNICABLE DISEASE

All staff members have been trained in the prevention, recognition, and management of communicable diseases. Each staff member has on file, at the Center, evidence of completing this training. All staff members wash their hands after using the rest room and before handling food. This policy is posted.

When a staff member has a communicable disease or has any of the symptoms discussed in Management of a Communicable Disease #1-11, the staff member may not report to work. If a staff member is ill a qualified substitute will be used.

HEALTH AND SAFETY

1. Your child will never be alone or unsupervised.
2. Please sign your child coming in and going out each day.
3. There is a telephone available at all times.
4. We periodically conduct tornado and fire drills throughout the year. The preschool may also participate in a school lockdown drill.
5. There is a fire and tornado emergency plan posted in each room.
6. When a child is transported by the Center on a field trip, it will be an Ansonia school bus and driven by a school bus driver. The following precautions will be taken:
 - a. Every child will wear a name tag.
 - b. A first aid box and medical emergency numbers will be available.
 - c. A person trained in First Aid will be present.
 - d. A field trip permission slip signed by the parent or guardian will be with the teachers.
7. If there is an accident or incident while the child is at the Center, an incident report will be filled out and signed by the parent, and the parent will receive a copy.
8. If a staff member suspects that a child has been abused or neglected, the proper authorities will be notified.
9. No spray aerosols will be used when children are present.
10. A roster shall be prepared for each group of children and shall include the name, addresses, and telephone numbers of the children and their parents.

RELEASE OF A CHILD FROM THE ANSONIA EARLY CHILDHOOD CENTER

The staff of the Ansonia Early Childhood Center will only release a child to the person registering him/her, or to any other person listed on the child's registration form. If another person will be picking up your child, please advise the staff about this in writing, or by calling the Center. Please include the description and relationship of the person to your child.

BEHAVIOR MANAGEMENT/DISCIPLINE

- A)** A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B)** The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C)** Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D)** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool room.
- E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

ANSONIA EARLY CHILDHOOD CLASS RULES AND DISCIPLINE

Class rules are designed to help children adjust positively to group settings and to ensure the safety of the children. Class rules include such things as: walking in the classroom and putting away one toy before playing with another. These rules are introduced to the children the first day and reinforced.

As stated in our philosophy, we feel children are unique creations and should be treated with respect in order to develop a sense of self worth. Therefore, discipline is handled in a positive way with compliments and praise given to children who observe rules and are considerate of others. If a child is in need of discipline, the first step is to talk to the child about their behavior on a one-on-one basis. The second step is to try to interest the child in a new activity. The third step is to have the child sit down for 2-5 minutes. This will give the child an opportunity to think about his/her behavior. Corporal punishment (spanking) is never used. If problems are serious or continued, parents will be contacted and a conference may be necessary. The staff and administrator reserve the right to ask parents to remove a child from the program if he/she is consistently harming other children (such as hitting, kicking, biting, or pinching).

YOUR CHILD WILL NEED

- Clothing appropriate for painting and other "messy" activities.
- Shoes appropriate to run in.
- Clothing appropriate for the weather.
- A **big** book bag to take his/her accomplishments home in.
- Two pictures of himself/herself (snap shot or billfold size).
- A **small** blanket and pillow for your child to use at nap time if she/he wishes one.

REGISTRATION POLICY

Ansonia Early Childhood has adopted the following registration policy:

A parent can pre-register one year in advance for a preschool class by calling the preschool at 937-337-4200. For example: call to pre-register in September, 2011 for September 2012 preschool year. The Ansonia Early Childhood Center will register in order of the call-in date and time, regardless of school district of residence, school employment, and income level. Any returning child who attends preschool during the current school year will have the opportunity to return for the second year of preschool. Example: A child in the 3&4 year old class will be given first opportunity to go into the 4&5 year old class.

The Ansonia Early Childhood Program does reserve the right to maintain the required number of income eligible children as required by the Ohio Department of Education. In this situation an income eligible child could be taken out of order of call-in date to maintain the ODE funded number of children.

Ansonia families will be given a pre-registration notice in the September high school newsletter, September elementary newsletter, and in the Ansonia school calendar distributed to all Ansonia residents in August. The notice will state that it is time to pre-register for the following preschool year.

During the pre-registration process the preschool staff will obtain pertinent information on a child such as: name, phone, address, birth date, and the call-in date. The pre-registration form will then be filed according to the call-in date. The call-in date will determine in what order the families will be notified of a preschool position. The families will then be sent a letter in March and given a date and time to complete the registration.

The registration process will consist of filling out paper work and paying the registration fee. The parents will also be given a registration completion date. The preschool will not hold any pre-registration positions after the registration completion date unless notified.

The registration process will continue until all preschool classes have been filled. Any children remaining on the pre-registration list that have not been notified for registration will be given the next available position in the order of the pre-registration call-in date.

A family can accept a preschool position in one class, and verbally request to be transferred to another class if there becomes an opening in that class. The request for class transfer will be given in the order of request.

*Please note that a child may be placed on a pre-registration list, but may or may not receive a position due to limited classroom space for the number of children signed-up on the list. For example: 50 pre-registration for 45 available positions.

DAILY PRESCHOOL SCHEDULE

8:25-8:45.....	Good Morning Greeting
9:00-9:20.....	Circle: Introduce activities, music, books
9:20-9:30.....	Snack
9:30-10:30.....	Choosing time: learning centers, sand/water, painting, art , books, housekeeping, puzzles, blocks
10:30-10:45.....	Clean Up
10:45-11:15.....	Large Motor Activity: outside play, gym, games
11:15-11:30.....	Circle: story, weather, calendar, alphabet, numbers
11:50-12:15.....	Lunch
12:15-12:45.....	Preparing to rest: drinks, bathroom, tooth brushing, story
1:00-2:30.....	Rest Time
2:15-2:30.....	Book Activity
2:30-2:50.....	Snack Time
2:50-3:15.....	Last Circle: Puppets, story, shapes

BUSING CHILDREN TO AND FROM CHURCH

All children who attend day care before preschool and attend the preschool class at the church will be bussed to the church at **8:25 a.m.** Children who attend daycare after preschool will also be bussed back to the school at **3:20 p.m.** Any child who is not picked up by 3:20 p.m. from preschool at the church will be bussed back to the school and may be picked up in room 208. Day care charges will apply to children staying before and after preschool.

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Ansonia Board of Education

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Clarence Kammer – Member	548-9046
Eugene Mayo – Member	338-4337
Theresa Siefring– Member	337-0855
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