



THE CHILDREN'S WORKSHOP

Where Learning is Child's Play

FAMILY HANDBOOK



REV. 06/22

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Welcome To The Children's Workshop Family!

OUR MISSION

is to spark creativity, joy, and a love of learning in each child.

OUR VISION

The Children's Workshop envisions communities where all families are strong, independent, healthy & empowered.

OUR VALUES

We value and respect the well-being of all children, their families and our staff members. We are proud to feature a positive behavior support model based off of our four core values:



We are Safe:

Be yourself, take a chance, and always do what's right



We are Kind:

Promote trust, respect, and dignity universally



We Do Our Best:

Be passionate, pay it forward, and make a difference



We Play to Learn:

Fun, laughter, and love are the essentials of being a lifelong learner.



PARTNERSHIPS

The Children's Workshop (TCW) is in partnership with many agencies to provide the best care and educational experience for our children:

DHS - Department of Human Services is our licensing agency. We work closely with them to provide the best and safest care for our children.

DCYF - Department of Children, Youth & Families is Rhode Island's Child Protective Services. We work alongside DCYF to ensure the safety and protection of our children.

RIDE - Rhode Island Department of Education. We provide RI-State Pre-K in some of our centers and RIDE is our partnering agency for these classrooms.

Children's Friends is our partner in providing Early Head Start classrooms in many of our centers.

Bright Stars - is Rhode Island's Quality Rating System.

NAEYC - National Association for the Education of Young Children is a national rating system for Early Child Education Centers.



Health & Wellness

CLASSROOM STAFF & LEADERSHIP TEAM

Required immunizations for childcare workers:

- 1 dose of Flu vaccine every year
- 2 doses of MMR (measles, mumps, rubella) vaccine
- 1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine
- 2 doses of Varicella (chickenpox) vaccine

All Staff employed by TCW are required to be background checked and fingerprinted before they are able to begin work.

Each of TCW's Early Learning Centers are supported by our Executive Director, our Director of Operations and our Director of Education. Please do not hesitate to reach out to our Director of Operations with any concerns. Contact information for our leadership team can be found online: www.tcwri.org/leadership

CHILD CARE HEALTH CONSULTANT

The Children's Workshop employs a Child Care Health Consultant to assist our staff in ensuring all children are healthy and safe at school.

CHILDREN'S HEALTH RECORDS

Prior to enrolling, we require copies of updated physicals and immunization records for your child (unless your child is participating in our school age program).

Immunizations

TCW prioritizes the health & safety of all members of our community and as such we believe firmly that immunizations help prevent the spread of preventable and communicable diseases. For that reason, we strongly recommend that all children are immunized in accordance with the U.S. Centers for Disease Control and Prevention (CDC) "Recommended Immunization Schedule for Persons Aged 0–18" prior to admission at our schools.

Additionally, we strictly follow guidelines and requirements set forth by the RI Department of Health (DOH). Exemptions to the state DOH requirements for medical or religious reasons will be accepted with appropriate documentation.

Medical exemptions must be submitted in writing with documentation from the child's pediatrician. Religious exemptions will be accepted with a sworn statement from the child's parent/guardian that immunization is contrary to sincere religious beliefs.

Any child admitted by a medical or religious exemption without full immunizations shall be subject to exclusion from the program in the event of an outbreak or incidence of any vaccine-preventable communicable disease for the appropriate exclusion period as defined by the local Department of Health and/or CDC.

Personal exemptions for the influenza vaccination will be accepted in accordance with state DPH regulations; however, children who do not receive the annual influenza vaccination will be excluded from care in the event of a confirmed case of influenza at the school. Families will be required to pay their full weekly fee to maintain their child's enrollment at TCW during the period of exclusion, which may last up to 14 days per case of diagnosed influenza.



ADMINISTRATION OF MEDICATION

You must fill out a Medication Consent Form for the administration of any medications. If at all possible, please see if the dosage times can be arranged during the hours when your child is not attending school.

All prescribed medications must be given directly to a member of the school administration. Non- refrigerated medications will be stored out of the reach of children. Medications requiring refrigeration will be stored in the kitchen.

The administration of medications must be controlled and documented as follows:

- The medication must be in the original pharmacy container and be clearly labeled with the child name, physician's name and telephone number, medication name, dosage and time frame for administration.
- The initial dose must be given at home in order for the parent to evaluate any potential side effect(s).
- The child must be on the medications for 24 hours prior to their return to the program.
- Over-the-counter medications will only be administered with a written physician order.
- A doctor's order must be written for each individual med. The order must include specific instructions as to the dosage, schedule, method and length of time. Please bring in unopened medication that has been labeled with your child's name. The expiration date should be after the timeframe for administering.
- Topical, non-prescription medications may only be administered to a child with the written permission of the parent and a written order by the physician. The School will not administer any such topical cream contrary to the written directions on its original container unless directed to do so by a physician's written order. Topical creams will be stored in the classroom in an area that is inaccessible to children.

Children with chronic health conditions will have an Individual Health Care Plan which will describe symptoms and medical treatments that may be necessary while in care. Parents are responsible to educate TCW staff on their child's IHCP and needs. Documentation from their physician will be necessary. Any emergency medications such as epinephrine auto injectors must be immediately available for use as needed.

CLEANING

The Children's Workshop is cleaned each night. In addition, assigned staff will ensure that our school is cleaned, disinfected, and sanitized according to the schedules created by NAEYC and Caring for Our Children. High-touch surfaces will be cleaned and sanitized more frequently.

We have assigned staff to frequently clean and disinfect bathrooms, common spaces, playground, and toys/equipment.

ACCIDENTS AND EMERGENCIES

Keeping your child and all children safe is our priority. All staff are trained in first aid and CPR for all age groups.

Minor accidents, such as cuts and scrapes, will be treated with soap and water; bruises and bumps treated with ice. All incidents and injuries will be reported to parents on an Incident/Accident Report Form within 24 hours of any such occurrence.

In the case of a more serious injury, once an assessment of a child has been completed and medical attention is needed or required, we will contact 911 and summon an ambulance. A staff member will accompany your child in the ambulance to a hospital and remain with your child until you arrive.



CHILD PROTECTION MANDATE

In order to grow and learn, a child's basic needs for good nutrition, shelter, medical care, cleanliness, appropriate discipline, love and self-esteem must be met. Children need a safe, nurturing environment that makes them feel secure and loved. Our commitment is to provide the best possible environment to support your child's healthy development. To help assist us in this endeavor, we ask that you keep us informed about any outside situations that will affect your child. If you are having difficulty in providing for your child's needs, please speak with your Director. She/he can provide you with a list of outside resources that can provide you with additional support. If you are unable or unwilling to meet your child's minimal needs, our staff is mandated by law to file a report with the Department of Children and Families in MA or the Department of Children, Youth and Families in RI.

SAFE RELEASE OF CHILDREN

In order to preserve the safety of the children in our care, we reserve the right to refuse to release a child to a parent or guardian who, in our judgment, appears to be in an impaired capacity, or who may endanger the safety of self or others. If this situation occurs, we will handle the situation discreetly and help arrange method of transportation or for an alternative pick up person to come to the school to pick up the child.

COURT AND RESTRAINING ORDERS

When parents enroll, they are informed of our policies concerning custody disputes and restraining orders.

Unless a copy of a Court Order granting custody to only one parent is on file, we do not have the legal authority to refuse parental pick-up. If a non-custodial parent does attempt to pick-up a child, the school will refuse by citing that we are obeying a Court Order.

If a Restraining Order that pertains to the child is in place, the child's parent or guardian must inform the School Director so that the

following steps can be taken:

1. A copy of the Restraining Order will be placed in the child's file; if possible, a picture of the person the Restraining Order is against should be included
2. The police will be immediately notified if the person whom the Restraining Order is against tries to pick up the child.

CONFIDENTIALITY

The Children's Workshop believes in protecting the confidentiality of all families. We will not discuss one family with another without prior mutual consent nor will we release family information to parties outside the school or to the general public. Staff members cannot discuss the children or families at any time. We hope that all families will follow the same principles of confidentiality with respect to the children, families and staff.

CHILD ABUSE AND NEGLECT

Anyone may report concerns of Child Abuse and Neglect to the appropriate state agency as a non- mandated reporter. However, The Children's Workshop and its teachers, fall into the following category, as a mandated reporter and we must file a report when or if we believe a child is being abused or neglected.

Mandated Reporter

Any physician, medical intern, or hospital personnel engaged in the examination, care or treatment of persons; medical examiner, psychologist; emergency medical technician; dentist, nurse; chiropractor; podiatrist; osteopath; public or private school teacher; educational administrator; guidance or family counselor; day care worker or any person paid to care for or work with a child in any public or private facility, or home or program licensed by the state is considered a Mandated Reporter. This includes programs that provide day care or residential services to children or which provide the services of childcare systems and childcare food programs; probation officer; clerk/magistrate of the district courts; social worker; foster parent; firefighter; or police officer.

Policies & Practices

ARRIVAL AND DISMISSAL

Upon enrollment you will sign a contract stating the time you will be dropping your child off and picking them up. It is imperative that you follow this schedule, so directors can staff their buildings accordingly. When you arrive, please check-in every child entering the building using the Brightwheel communication app; and remember to check-out your child(ren) at pick-up time.

VISITORS & ASSISTANCE

We are happy to accept any and all visitors who come in to serve our children - whether it is Early Intervention or the Public School Department.

We encourage you to join us at the center whenever you can. You can do this by volunteering to help in the classroom or coming to read a story to your child's class. You could also ask your child's teacher if they need classroom supplies or help preparing materials for a classroom project.

CLOTHING, DIAPERING AND TOILET TRAINING

All children should wear comfortable clothes that do not inhibit physical activity or messy art projects. Children should wear sneakers or rubber soled shoes that are safe for climbing and running. All footwear should be closed toed to ensure the safety of your child.

For children who still wear diapers, parents need to provide a weekly supply of diapers and diaper wipes.

For children being toilet trained, we ask that you send in extra clothes and an adequate supply of underwear. All soiled clothes will be placed in a plastic bag for you to take home.

Please label all clothing. TCW is not responsible for unlabeled, lost or misplaced articles.

REST PERIOD/SAFE SLEEPING HABITS

We will provide an established rest time for the children in conjunction with licensing requirements. Toddlers and preschoolers sleep on cots and we will provide all appropriate linens. If you would like to supply your child's bedding, please bring a crib sheet and blanket. Bedding items will be laundered at the school; for items supplied by you, they should be brought home and laundered every day. All bedding items will be stored daily in a container that we will provide to you. If your child does not nap, we will provide quiet activities during the rest period.

The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep may reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your infant does not usually sleep on his/her back, please contact your pediatrician immediately to discuss best sleeping positions for your baby. At The Children's Workshop we follow these required safe sleep practices as recommended by the American Academy of Pediatrics. Infants up to twelve months of age will be placed for sleep in a supine position (wholly on their back)

for every nap or sleep time. Infants will be placed for sleep in a safe sleep environment, which includes: a firm mattress covered by a tight-fitting sheet in a safety-approved crib and no other items will be placed in the crib occupied by an infant except for a pacifier. Infants may not sleep in a car seat, bouncy seat, infant seat, swing, or any other type of furniture/equipment that is not a safety-approved crib. Soft or loose bedding will be kept out of sleep environments. These include, but are not limited to: pillows, sleep positioning devices, blankets, bibs, etc. Infants will not be swaddled, but rather parent provided one-piece sleepers may be used.

School aged children will not nap but we include opportunities for quiet, rejuvenating activities at different times of the day (at the discretion of each individual School's Director).



PARENT COMMUNICATION

TCW uses the Brightwheel App for parent communication. To learn more about Brightwheel, please visit: <https://mybrightwheel.com>

Our teachers use brightwheel to relay daily information, share pictures and videos, send newsletters, and track developmental progress for each child's portfolio. Parents use brightwheel to check their child in and out for the day, online bill pay, messaging directly with our directors, teachers, and much more!

Please remember our teachers' responsibilities are to teach and keep the children safe, so they are unable to respond to your texts immediately. *If you need to contact someone and get an immediate response, please call the center.* You may customize your notification settings and receive our communications in the language of your choice.

You will receive an invitation to Brightwheel via email or text. Please create a free parent account using either the [web](#) or by downloading the mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.



WEATHER & RELATED CLOSINGS

In the case of severe weather please be on the lookout for messages via our Brightwheel App for any closing, delay or early release information.

Meal Services

FOOD ALLERGIES

The Children's Workshop is a nut free environment. Any foods that contain nuts or traces of nuts are prohibited. Foods which may contain traces of nuts or are processed in facilities which also process nuts are also prohibited, so all food labels must be read carefully. On a case by case basis, certain classrooms and/or certain schools may elect to also prohibit other specific foods in order to protect the health and safety of their population. Due to the possibility of cross contamination, our central kitchen is not equipped to produce meals or snacks for children with severe allergies. To ensure the child's health and safety we advise parents to send meals from home in the case of an extreme allergy or special dietary need but we will work with you to help accommodate the child in his/her classroom as best as possible.

INFANT FOOD PREPARATION

Your infant will follow the individualized daily schedule that you share with us. To help us follow this schedule for your child; please prepare the appropriate amount of food each day labeled with your child's first and last name. If your child is using a sippy cup, a daily supply is needed. All unused food and bottles will be sent home with you and your child at the end of the day.

Nursing mothers are welcome to visit their infants at any time of the day and we are happy to work with you to accommodate your preferred feeding schedule. If you are supplying breast milk in bottles, the child's full name must be written on the bottle and instructions for storage and warming the milk should be given to your child's teacher.

MEALS & SNACKS

The Children's Workshop will provide breakfast, lunch and snacks for children one year old and up. Children who are less than one year, but able to eat solid foods, can also enjoy our meal program.

Parents will provide breastmilk/formula and pureed food for their infants. Our meals are made on site by our excellent Food Services team, who will strictly follow all additional CDC and DOH guidelines for food preparation. You can learn more and view our monthly menus on our website: <https://www.tcwri.org/kitchen>

All food is included in the cost of weekly tuition. Vegetarian options are available, and we can accommodate minor food allergies. If your child has significant food allergies, or if it is your preference, you may also pack food from home. Food from home needs to be in a lunch box with an ice pack for storage; we will not be able to heat up individual food items.

All food brought into the building from home must be nut free.



CHILD AND ADULT CARE FOOD PROGRAM

The Children's Workshop is a member of the Child and Adult Care Food Program (CACFP). A Meal Benefit Application shall be kept on file for every child in the center.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- fax: (202) 690-7442
- email: program.intake@usda.gov

The Children's Workshop is an equal opportunity provider.

Education at TCW

INCLUSIVE ENVIRONMENT

The Children's Workshop supports children and families of all abilities by reasonably modifying our classroom equipment, learning material and curriculum, whenever possible, in order to meet the needs of all children and their families.

TRANSITIONS

As your child grows and graduates to new classrooms, our schools strive to provide a smooth transition. We help children transition as they become developmentally ready for the next age group (not solely based upon their age). By planning transitions, we can help children adjust to new settings and approach new experiences in a positive way.

CURRICULUM

The Children's Workshop practices **Emergent Curriculum** in our Infant and Toddler classrooms. Emergent Curriculum is a philosophy of teaching, and a way of planning a children's curriculum, that focuses on being responsive to their interests. The goal is to create meaningful learning experiences for the children.

In our Early Head Start, Preschool and RI-Pre-K classrooms we practice **Creative Curriculum**. The philosophy behind Creative Curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Curriculum is shared with families via our Brightwheel app to enhance the home to school connection.



CHILD ASSESSMENT

The Children's Workshop Child Assessment for Infant, Toddler and Preschool classrooms is documented on our Brightwheel App. With this program we can observe and document children's learning goals and align them with the Rhode Island Early Learning Developmental Standards (RIELDS). In our Early Head Start and RI Pre-K programs we use Teaching Strategies Gold, where teachers are able to upload observations, align them with the RIELDS and share with families.

EARLY HEAD START

We currently have Early Head start classrooms in our Rumford and Central Falls locations.

Early Head Start is a federally funded community-based program for low-income families with pregnant women, infants, and toddlers up to age 3.

RHODE ISLAND STATE PRE-K

We currently have RIPK classrooms in our Warren, Providence, Rumford, and Central Falls locations. The State Pre-K classrooms were developed to provide access to voluntary, free, high-quality pre-kindergarten programs. This program is funded by R.I.D.E and follows all guidelines as the Rhode Island Public School department. Providing RIPK is a strategy proven to help close the achievement gaps that are noticeable even before children enter school and to provide increased educational opportunities for all students. Research shows that attending high quality early childhood education programs helps children develop important social and cognitive skills and knowledge that prepares them to succeed in school.

Rhode Island's State Pre-K Programs must meet the highest level of quality as indicated by the CECE Program Standards. Within



the CECE Program Standards, Learning and Development includes curriculum, child assessment, and family engagement.

From the time children walk into a RI Pre-Kindergarten classroom until the time they leave, children are actively engaged in learning. Intentional teaching means that teachers apply what they know from research and best practice in the field of early childhood and intentionally plan their day to ensure that every child gets the most out of every experience.

RI Pre-Kindergarten teachers are committed to continually assessing and refining their teaching practice to be the best that they can be. PreK Program classrooms use several tools that provide data to teachers about their classroom practices.

RI Pre-Kindergarten classroom teachers implement a system of ongoing child assessment which includes observations of children, samples of children's work, interviews with children, and interviews with parents. This information is entered into a web-based child portfolio using Teaching Strategies GOLD and is used by teachers to inform curriculum planning, to differentiate instruction for individual students and groups of students, and to ensure that children make steady progress toward learning outcomes

Family Engagement is a core component of high-quality, early education classrooms. Children do better in school when they experience a preschool curriculum that is culturally relevant and integrates elements of their own life experiences. In addition, when parents and caregivers partner with teachers and support children's learning at home, we create the conditions that maximize outcomes for children.

RIPK is enrolled by lottery – families enroll in the lottery, and they are randomly picked. To be eligible, a child must be 4 years of age by September 1st of the current year and reside in the community where the Pre-K program is located. Children may only attend RI Pre-K programs that are within the city/town in which they reside.

R.I.D.E. does verify income as it is necessary to ensure that income requirements for the RI Pre-K are met and that classrooms reflect the income distribution of the community where they are located. Income information entered on the application, will be verified once the child has been selected by the lottery. Information found to be inaccurate may impact eligibility.

Please notify your school director if you are interested in enrolling your child in RI PreK-K.

CONSCIOUS DISCIPLINE

Conscious Discipline is a social-emotional learning program.

Designed by Dr. Becky Bailey, the program supports first teaching ourselves about self-control and self-regulation, and then teaching children. It helps us see how we respond to upset and understand our emotions, and how to regulate ourselves when we are triggered. In short, it teaches us how to be conscious as adults of what we are saying to children, and what behaviors we are modeling.

What is really wonderful is that it is an inside-out program – it teaches adults to manage their own upset, sadness, happiness, anger. Then, in turn, it teaches us how we can teach children the same thing. Then they too can manage their own upset when triggered and understand their own feelings.

Sometimes when we're triggered or angry, we are in an emotional state. We may not even be fully conscious of it, but because of that state, we may yell aggressively or say something we regret. As a result, we are modeling to children that these negative behaviors are the appropriate response.



Tuition Policies

PAYMENT

Tuition is due by the close of business on Friday, in advance of the week of care to be received. A late fee will be added to the weekly tuition fee when not submitted on time. All tuition is to be paid online through our Parent Portal.

LATE PICK UP POLICY

If a child is left at The Children's Workshop past his/her contracted scheduled time and/or after our normal closing time, a penalty per child will be charged for all age groups. Please see your school policy & tuition sheets for specific information. If you are consistently late in picking up your child, you may be asked to secure other child care arrangements.

HOLIDAYS

Your child's school will be closed for scheduled holidays, which are listed in your centers policy and tuition sheets and on our website. Because these holiday are taken into account when determining our tuition rates, tuition is charged on a weekly basis without credit for those holiday for which we are closed.

ABSENCE DUE TO ILLNESS

You are responsible for payment of weekly tuition.

When your child is going to be absent, please call the school as early as possible. If your child has a contagious illness, let us know so that we can alert other parents to look for symptoms in their children.

Should the Department of Health require we close a classroom, or school, due to a COVID-19 positive case, your child's weekly tuition is still due.

NON-PAYMENT OF TUITION

Non-payment or reoccurring late payment of fees can be sufficient cause for termination of service.

Thank You

for being part of The Children's Workshop family!

Should you have any questions, please do not hesitate to contact your school director:

CENTRAL FALLS

(401) 727-4474

cfalls@tcwri.org

PAWTUCKET

(401) 728-3050

pawtucket@tcwri.org

PROVIDENCE

(401) 383-9958

providence@tcwri.org

RUMFORD

(401) 434-1118

rumford@tcwri.org

WARREN

(401) 247-2503

warren@tcwri.org





THE CHILDREN'S
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