



**aces**  
International

Preschool and Childcare Center

Parent Handbook

**2025 - 2026**

An Early Education with a Multicultural Learning Experience  
that Emphasizes Global Citizenship

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## Introduction

Welcome to ACES International Preschool and Childcare Center, where we are committed to providing a nurturing and stimulating environment for your amazing little ones. We are delighted to have you join our close-knit community of families who value the importance of early childhood education.

At ACES International Preschool and Childcare Center, we pride ourselves on being a play-based program tailored for infants to children up to the age of 5. Our doors are open to you all year round, ensuring a consistent and supportive environment for your child's growth and development.

Our programs are designed to foster essential skills through play, encouraging relationship building, exploration, discovery, inquiry, and creativity. We believe that children learn best when they are engaged in activities that capture their curiosity and imagination. Our dedicated educators strive to create a dynamic and interactive atmosphere that stimulates your child's natural love for learning.

One of the unique aspects of our program is the incorporation of Spanish as a second language for children ages 3 to 5. We recognize the cognitive benefits of early language exposure, and our skilled language instructors provide an immersive and enjoyable experience, laying the foundation for future language proficiency.

In addition to our language program, we offer a distinctive Outdoor Classroom where children have the opportunity to explore and learn about living organisms and the environment. This hands-on experience helps instill a sense of wonder, appreciation, and respect for the world around them.

Furthermore, our dedicated art room provides a space for creative expression and exploration by the children. We believe in the power of artistic endeavors to enhance cognitive development, fine motor skills, and self-expression. Through various art activities, your child will have the opportunity to unleash their creativity and develop a lifelong love for the arts.

As parents, your involvement in your child's early education journey is paramount. We encourage open communication and collaboration between our team and your family to ensure a seamless and enriching experience for your child.

Thank you for entrusting us with the privilege of being a part of your child's formative years. We look forward to building lasting relationships with both you and your little ones at ACES International Preschool and Childcare Center.

## Licensing

All of the programming offered by ACES International Preschool and Childcare Center is State Certified and fully licensed by the State of Connecticut, Office of Early Childhood. Children may be enrolled in our preschool programs for any combination of days per week. Minimum enrollment requirements vary per program. Make-up days are not available; however, additional days may be added as approved by the main office administration or director.

## Curriculum and Assessments

The curriculum is based on play, Connecticut Early Learning Development Standards, and Aces International Spanish methodology. We continually assess each child's progress to determine developmentally appropriate, playful activities to foster joy of learning and to improve skills. Assessment feedback is shared with families at conferences and on an ongoing basis as needed.

Students will have sufficient opportunities for indoor and outdoor play and physical activities to allow for fine and gross motor development.

The daily schedule will include opportunities for problem-solving experiences to support language development and sensory discrimination.

**Children will have the opportunity to make choices and express their own ideas and feelings through creative experiences in all parts of the program, including:**

- Arts and media
- Dramatic play
- Music
- Language
- Motor activity
- Language learning experiences
- Experiences that promote self-reliance
- Health education practices
- Child-initiated and teacher-initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious meals and snacks
- Toileting and clean up



## Spanish

### **ACES International Spanish**

Children have the exciting opportunity to learn Spanish through engaging multicultural experiences. This not only introduces them to a second language but also fosters a sense of global citizenship and an appreciation for diversity.

By exploring different cultures and languages, preschoolers develop important language and social skills and a broader understanding of the world, laying a strong foundation for communication, empathy, and inclusiveness from a young age.

## Operating Policy

### Days and Hours of Operation

The ACES International Preschool and Childcare Center is open Monday through Friday for a school-year and full-year.

**Hours of operation:** 7:00 a.m. to 5:30 p.m.

**Lower School Half-Day Program:** 9:00 a.m. - 12:00 p.m.

**Upper School Half-Day Program:** 9:00 a.m. – 1:00 p.m.

**Full-Day Program:** 9:00 a.m. – 3 p.m.

Options for before and aftercare available.

Our school calendar closely aligns with the Region 14 school calendar, but may differ with school closings for professional development or special circumstances.

## Admission

Each child entering the ACES International Preschool and Childcare Center must have an updated:

- Application and registration agreement
- Emergency form
- Early Childhood Health Assessment Record, signed and dated by pediatrician (updated yearly)
- Current Immunization documentation
- Tuition Express sign-up for new students

## Tuition

Request annual tuition rates at the admissions office.

A non-refundable registration fee must be paid at the time of your child's first enrollment in our program. A subsequent renewal fee will be charged at the time of re-enrollment. Preschool payments are due by Friday of each week. Before and aftercare are due by the 15th of each billing month. No allowance will be made for personal family vacations or sickness when your child is not present. Parents enroll in our Tuition Express program.

Payments are made through Tuition Express. We will not accept cash payments. Payments by personal or bank checks or money orders are discouraged. Contact our office immediately if there will be a delay in payment or if you have any questions regarding billing. Receipts for payments are available upon request. We may dismiss a child due to lack of payment.

## Registration/Enrollment

We reach maximum enrollment quickly; therefore, early registration is recommended. Enrollment opens in January for children currently enrolled. Enrollment is open to the public as of February 1st. We accept new enrollees throughout the year, depending on availability.

Tours are provided upon request. Please call for an appointment.

## Required Forms

Upon acceptance of your child into our preschool or before or aftercare program, forms must be completed and returned to us:

- Registration form with a non-refundable registration fee for the school year
- Physician's health form
- Emergency information form with a minimum of two emergency contacts other than parents

These forms must be returned to ACES International Preschool and Childcare Center prior to the first day of school. As a State licensed childcare facility, Connecticut law requires that these forms be in our files for your child's protection. If you have lost or misplaced these forms, you may contact us so that copies can be sent. Please note that a yearly physical and a yearly flu shot is mandated by the State for all children. Children without updated medical forms will not be allowed to attend until required forms have been submitted to our office.

## Withdrawal of Children

Parents must give the center a notice of at least 30 days via email or written letter when withdrawing their child from the ACES International Preschool and Childcare Center. All tuition through the 30 days remains due.

## Agreement with Parents

Please call and let the office know if your child is going to be absent or late for any reason.

An adult must accompany the child to and from the school classroom every day.

Please leave two spare outfits in your child's cubby/bookbag.

Please label all of your child's items (e.g., bookbag, water bottle, lunch/snack bag, etc.)

Toys are not to be brought from home, except on specified days.

Any changes in address, phone numbers, employment, etc. must be given to director in writing or via email.

## Meals and Snacks

ACES International Preschool and Childcare Center encourages nutritious meals for breakfast, a.m. snack, lunch, and p.m. snack. Food can be kept warm or cold using an appropriate thermos or food container. We can warm children's lunches by microwave.

## Parent Access to Program and Facility

Parents are encouraged to volunteer their time and to visit their children whenever possible. Please coordinate all visits with head teacher.

## Drop-off and Pick-up

Parents, guardians, and authorized adults must walk their child into the ACES International Preschool and Childcare Center and, upon arrival, accompany the child to their respective classroom. Please sign in your child at the Procure computer terminal or use Procure phone app after classroom drop-off.

At pick-up time, sign out your child at the computer terminal first and then get your child at their respective classroom.

The names and phone numbers of the people who may pick up your child must be shared with the office. No child will be released without prior written/verbal permission from the parent/guardian.

Identification is required for people other than parents or guardians picking up your child.

Any child who is dropped off for preschool prior to 8:53 a.m. will be charged for before care. Any child who remains more than seven minutes beyond the ending time of their program will also be charged for aftercare. There is a **\$50 late fee** posted to your account if you leave the building after 5:30 p.m. for pick up.

## Closing Time

Please be on time for pick-up. If you are running late, contact the ACES International Preschool and Childcare Center. If a child has not been picked up within fifteen minutes of our closing time, an ACES International Preschool and Childcare Center teacher or staff member will call the person listed for the child's pick-up. If they cannot be reached, the staff member will call the emergency, alternate people listed on the emergency list. The authorities, the police, may be called after one hour or more if parents or other adults specified on the permission list cannot be reached. At that time, the child may be released to the police.

## Separation

It is usually easier on the child and parent if the parent does not linger when it is time to separate at the start of the child's school day. Please say your goodbyes and leave promptly on a positive note. You can always call in later to check on your child if you are concerned.

## Communication with Family

Communication is encouraged between parents and faculty. When necessary, teachers will initiate conferences with parents. Parents are invited to request conferences with teachers and directors as well. In addition, scheduled conferences are available. Families should make faculty aware of any personal changes in home life or family dynamics that may affect your child's emotional well-being.

## Confidentiality

Employees of ACES International Preschool and Childcare Center respect the confidentiality of all students and families at all times.

## Parent Group

A parent group is formed each year, which may include a parent classroom representative. This important group meets periodically to facilitate the organization of classroom activities, special events, projects, and fundraisers. Parents interested in being involved should speak to their child's head teacher, the Director's Assistant, or to the Director.

## Safety and Security

Parents will get an identification code to use to enter the ACES International Preschool and Childcare Center premises and a personal identification code to use with their children to sign in and sign out of school.

Any person who does not have an identification code must ring the doorbell and a member of the faculty will answer the door and check ID. Please do not open or hold the door for anyone you do not know or recognize.

Once you sign your child out at the computer terminal, the child is no longer the responsibility of ACES International Preschool and Childcare Center. It is important to be vigilant in the busy parking lot and to hold your child's hand to ensure safety.

## Supervision Plan

- We maintain a staff to child ratio of 1:10 for children over the age of three, 1:5 for children age of two, and 1:4 for children under the age of two/three. Ratios shall be maintained at all times, including indoor, nap time, and outdoor.
- The group size shall not exceed 20 children for children over the age of three, 10 children for twos, and 8 children for children under the age of two/three. At least two staff members shall be present at all times.
- Children are carefully watched while at play or during an indoor or outdoor activity in the building, including bathroom use.
- When a child goes inside to use the restroom from outdoors, a staff member is designated to accompany them. Children are not to travel alone.
- When a child or children use the bathroom, adequate staff will always be present to maintain ratios and ensure child safety.

## Health/Medical Care

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill, parents will be notified and the child will be moved to the Director's office or other safe place, with a cot available if needed while waiting. A staff person will remain with the child at all times.

### **When in doubt, keep children with compromised health at home.**

It is in everyone's best interest that children who may be sick be kept at home.

We understand that it is difficult for a family member to leave or miss work. To protect your child and other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable and excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.4°F) accompanied by other symptoms.

The State mandates that contagious illnesses be reported to our office. Contagious illnesses will be posted outside the classroom door and an email will be sent to families.

### **The following are our strict guidelines:**

**FEVER (100.4 or greater)** - Children must be fever-free, without the use of an antipyretic (fever-reducing medication) for 24 hours before returning to ACES International Preschool and Childcare Center. (Infants who are teething will not run a fever greater than 100.4.)

**COVID-19** – Children have to be quarantined for 5 days at minimum and meet the requirements outlined in Covid-19 Policy.

**RSV** – Children may return after 24 hours of being fever-free, without the use of an antipyretic (fever-reducing medication).

**VOMITING and DIARRHEA** - A child who has vomited or has diarrhea may only return after 24 hours have passed since the last incident. The child has to be fever-free and able to consume food and liquids.

**CONJUNCTIVITIS** - There are two forms of infectious conjunctivitis: bacterial and viral. All children are treated with medication, but this medication is only effective on the bacterial form of pinkeye. Children who have been treated with medication and who are symptom-free may return after 24 hours. Children who have been treated with medication, but who still show signs of redness or discharge from the eye(s), may only return when they are symptom-free, which may be 3 or 4 days.

**ALLERGIC REACTIONS** – Children who exhibit an allergic reaction and are given Benadryl may return after 24 hours.

**STREP THROAT** - Children may return 24 hours after initiation of antibiotics, providing the child is no longer ill and has been fever-free for 24 hours.

**EAR INFECTION** - Children may return immediately after initiation of antibiotics, providing ear infection is not accompanied by fever or other signs of illness.

**COXSACKIE** – Children may return when blisters have completely dried up, and they are fever-free for 24 hours and have no other symptoms.

**CROUP** - Children may return 48 hours after initiation of treatment and are symptom-free.

**HEAD LICE** - Children may return after effective therapy. (For prevention purposes, please inform ACES International Preschool and Childcare Center if you need to treat your child. All information will be kept confidential.)

#### SKIN CONDITIONS

**RINGWORM** - Children may return after 2 days of therapy.

**HERPES SIMPLEX** - Children with active lesions/sores may return when lesions/sores have completely dried up.

**IMPETIGO** - Children may return 48 hours after effective therapy.

It is not always necessary for you to keep your children home with a cold or cough, and we are conservative in our evaluations. If you receive a phone call from our office regarding illness or injury to your child, we expect you or your emergency contact to pick up your child within the hour.

**We reserve the right to call 911 for emergency medical treatment.**

ACES International Preschool and Childcare Center faculty are certified by the American Heart Association to administer first aid and infant/child CPR. Some faculty members are certified to administer medication. In the event of an emergency, these individuals may administer an Epipen. If your child has a life-threatening allergy, ACES International Preschool and Childcare Center must be notified and an Epipen must be provided prior to your child's attendance.

## Medications

Our staff will dispense medication with the proper paperwork which must be approved by the ACES International Preschool and Childcare Center nurse. If your child needs an EpiPen, it must be in the original container (new and unopened). Your pharmacist will give you an extra labeled EpiPen to send to school. Antibiotics now come in a form that can be administered just twice a day. We prefer that you ask your doctor for this type of antibiotic to be administered only at home.

Tylenol or other medications approved by ACES International Preschool and Childcare Center nurse will be administered by licensed staff to dispense medication only in the following circumstances:

1. A doctor's written authorization is in your child's file.
2. The Tylenol/medication is provided by the parent in exactly the same form as it is authorized by the doctor (new and unopened).
3. Your child requires Tylenol to reduce pain brought on by teething.

If your child has a fever due to illness, you will be contacted and asked to bring your child home to treat your child there.

ACES International Preschool and Childcare Center reserves the right to call 911 for emergency medical treatment.

## Food Allergies

Please make sure that ACES International Preschool and Childcare Center is fully aware of your child's allergies. The school nurse will contact all parents whose children have allergies. Special provisions may be made for children who have food allergies. Please speak to your child's teacher. If your child's pediatrician advises an EpiPen, one must be provided to be kept on site at all times.

ACES International Preschool and Childcare Center has a "No Nuts" policy. Please refer to the information in your preschool packet or inquire at the office for more information about this policy.

## Medication Policy

The center will store and administer prescribed inhalers and epi-pens, non-prescription medications and emergency oral medications (Benadryl) with parent's consent. An authorization form, which must be signed by doctor and parent, is available at the center.

All medications must be in their original container and clearly labeled with child's name and directions for use.

Except for non-prescription medications and pre-filled injectables (epi-pens), all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be double locked. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children.

The center will keep accurate documentation of all medications administered. Included in the documentation are:

- Date, dose, and time the medication was administered
- Signature of the staff administering
- Any Comments

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of medication by our nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer medications.

## Nap and Rest

Children who attend a full-day program have a rest period in the afternoon. Nap kits are available for purchase. Children can bring a yoga mat for the school year. Families send a clean sheet and blanket each Monday. On Friday the sheet and blanket are sent home to be laundered. A special stuffed animal may be sent to school. Quiet activities are available for children who do not wish to rest.

## Potty Learning

Children are not ready for underpants at school until they no longer have accidents in their pull-ups. Please keep in mind that two teachers are responsible for as many as 10 children. Accidents are not only embarrassing for the child, but may cause a health hazard to everyone in the room. Please pack extra pull-ups and extra clothes in your child's backpack.

When your child is ready to learn, speak to the teacher. The teacher will be happy to remind your child to use the potty and will accompany the child to the bathroom, providing help, encouragement, and applause. Please note that teachers may be training several children in the classroom. Therefore, dress children in clothes that are easy to pull up and down and on and off. Intricate clothing (e.g., tights, buttons, buckles, and patent leather shoes) may have to wait until after the learning process when children are more independent.

Remember attitude greatly influences your child's self-esteem. Your child can either feel a sense of pride and accomplishment or guilt and frustration. You are a contributing factor, and we are too. Let's work together to support positively the process of potty learning!

## Toileting

Children registered for preschool are strongly encouraged to be toilet trained. For children who have not completed their training, a planned approach will be developed for both school and home. Parents and teachers can work collaboratively to support consistently the child.

## Discipline Policy

### **A Great Teacher Takes a Hand, Opens a Mind, and Touches a Heart.**

The ACES International Preschool and Childcare Center understands how children learn best. It supports developmental milestones and different learning styles. Here, every child has the opportunity to develop at their own pace by getting the personal attention they deserve. Most of all, they get the positive guidance that helps them thrive and build self-esteem.

Our discipline policy is founded on positive guidance, setting clear limits, and redirection. Teachers use strategies to reduce stress and build a positive environment, so students develop emotional resilience and learn more efficiently at higher levels of cognition.

When conflicts arise, the teacher will encourage restorative practices, such as talking among those involved. The goal of this practice is to acknowledge feelings and find solutions, using children's ideas as often as possible.

When talking or redirection do not result in better self-control, a child may be asked to make an activity choice in another area. Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment, including, but not limited to, spanking, slapping, pinching, shaking, or striking a child under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or other member.

Teachers provide continuous supervision during disciplinary action.

## Biting

We are vigilant and try to catch the biting before it happens. If biting does occur, we firmly tell the biter "no biting" and "do nice" and remove the child to another place in the classroom. If we are aware of the situation, we will send home an Ouch Report. We apply ice to a bite if needed and if a bite results in broken skin, we immediately call the parent of the child that was bitten. We give all of the children reminders during the course of the day to use nice hands and to treat each other nicely. We always speak to the parent of the biting child to find out if there is something going on at home that may help us to understand why the child is misbehaving. A change in routine or a change in family dynamics sometimes throws a young child off. Biting does not usually last long and disappears when a child develops more language skills.

We reserve the right to terminate a child's enrollment if their behavior becomes disruptive to the learning community, if the behavior becomes frequent, and if all attempts to correct or limit the behavior have been unsuccessful. Parents would have the opportunity to provide, at their cost, an aide to assist their child during preschool hours.

## Abuse and Neglect Policy

ACES International Preschool and Childcare Center staff have a responsibility to prevent child abuse and neglect of any child at our center.

Suspected Abuse/Neglect/At Risk Reporting Connecticut General Statutes §17a-101, as amended by Public Act 02-138 and 11-93, requires certain school employees who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report these suspicions in compliance with applicable state statutes. These employees are mandated reporters (ACES Employees). Mandated reporters (ACES Employees) are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

## **1. Definition**

### **Child Abuse includes:**

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger by abuse or neglect).

### **Child Abuse Defined**

A child who has had:

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

### **Child Neglect Defined**

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to well being (CT statutes 46b-120)

## **2. Staff responsibilities:**

As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

## **3. Specifics on reporting a suspected case of abuse or neglect**

- Call the Department of Children and Families (open 24 hours a day) at 1-800 842-2288.
- Call the Connecticut Office of Early Childhood at 1-800-282-6063 or 1-860-509 8045.
- The reporter's name is required, but may be kept confidential.

**Information needed:**

- Name of child
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any, and circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child - if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF - 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 report shall also be kept on file.

**4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.**

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

**5. Staff Training:**

Staff will be required to attend bi-annual staff meetings, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

## 6. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet and each family will be given a copy upon enrollment.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to assess the cause of the child's injuries and offer support and guidance.

## Photographs

During the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website, social media or print/ broadcast media or other promotional or instructional purposes, the school office must be alerted in writing.

## Non-Discrimination and Confidentiality Statement

- The ACES International Preschool and Childcare Center will not discriminate on the basis of race, color, religion, age, gender, marital status, sexual orientation, national origin, ancestry, present or past promotion, discharge from employment or other terms and conditions of employment, except as otherwise permitted or required by law.
- All information about a student is confidential and is released to authorized personnel.

## Dress Code

Children will play outdoors every day, weather permitting. Please be sure your child has proper clothing on according to the weather. Whenever possible, children should be dressed comfortably in clothing that they can manage themselves. In cold weather, please send gloves, hat, boots, etc. Make sure your child has a sweater or sweatshirt. In warm weather, an extra pair of shorts and a tee shirt is appropriate. For safety's sake, children should wear sturdy shoes or sneakers at all times—no clogs or flip flops.

All children have occasional accidents. Please send an extra set of clothing in your child's backpack. If your child wears diapers or pull-ups, please send in extra, including wipes. **We do not provide diapers or pull-ups.**

**Remember to always label all clothing and belongings with your child's name, including jackets, hats, mittens, rainwear, boots, lunchboxes, etc.**

## Special Events and Field Trips

Many special events are held throughout the year. Reminders will be sent home to notify parents of special events. Special events and field trips will be scheduled throughout the year so that all children will have an opportunity to take part. More information to come.

## Birthdays

We love to celebrate birthdays and encourage parents to send in a healthy snack to share. Please speak to your child's teacher in advance. Birthday invitations may be distributed if all children in the class are included (i.e., all boys/all girls/all).

## School Calendar, Holidays, and Closings

Our school year calendar with regard to holidays and vacation time is closely aligned with the school system calendar of Region 14. An updated calendar is sent home yearly in an orientation packet and is posted on our website.

We will follow Region 14 for most inclement weather delay and closure calls. Delays/Closings for inclement weather will be posted on our website and social media and on the WFSB website [www.wfsb.com](http://www.wfsb.com) and broadcast on Channel 3/WFSB, News 8/WTNH, Fox61, and NBC CT.

## Infant Safe Sleep Guidelines

The standards outlined below will be followed at ACES International Preschool and Childcare Center when placing infants under twelve months of age to sleep. All staff are to be diligent in their awareness and implementation of infant safe sleep practices for all children under the age of 12 months. We recognize the importance of being vigilant in the adherence of best practice and state regulations regarding safe sleep. All staff responsible for the supervision of infants will ensure the following:

- Infants shall be physically observed at least every fifteen minutes to assess the infants breathing, color, temperature, and comfort.
- Infants are placed in a supine (back) position for sleeping in a well-constructed, free standing crib or other piece of equipment (pack-n-play) designed for infant sleeping and appropriate for the particular child.
- The mattress is snug fitting and covered by a tightly-fitted sheet unless the child has written documentation from a medical provider specifying a medical reason for an alternative sleep position or alternate piece of equipment.
- When infants can easily turn over from the supine to prone position (back to front), they will be put down to sleep on their back, but then allowed to adopt whatever position they prefer for sleep.
- No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of the crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a medical provider specifying a medical reason for its use.
- Bibs and garments with ties or hoods shall be removed from infants that are placed to sleep.
- No toys or objects shall be attached to sleeping or rest equipment.
- No infant shall be put to sleep on a sofa, bed, couch, soft mattress, waterbed, or other soft surface.
- No infant shall be put to sleep or allowed to remain asleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing or any place that is not specifically designed to be an infant bed unless the child has written documentation from a medical provider specifying a medical reason for their use.
- No infant shall be swaddled unless the child has written documentation from a medical provider specifying instructions and a timeframe for swaddling the infant.
- No child under 3 years of age shall have access to teething necklaces/bracelets/other jewelry that could present a choking or strangulation hazard.

Note: The program staff shall document that the child's parent(s) has been informed of the child's programs policies and procedures for sleep arrangements prior to enrollment and reviewed as needed during the period of child's enrollment.

\*in accordance with section 19a-79-10(g) of the Regulations of Connecticut State Agencies



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International

Preschool and Childcare Center

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