

Bristol Family Center

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***Family Handbook***

August 2021

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**Board of Directors**

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Welcome to Bristol Family Center! We are honored that you have chosen our program for your child and family and look forward to working with you. There are many things to learn about our program. This handbook has been created to explain our philosophy, goals, and program policies. Please use this handbook as an orientation to our program. Take the time to read through it and then please contact me if you have any questions.

Thank you,

Amie

amiewbfc@gmail.com

**Description**

The Bristol Family Center ( BFC) is a non-profit early care and education program established in 1991 to help meet the growing need for high quality Early Care and Education in Addison County. It is licensed by the State of Vermont Department of Children and Families’ Child Development Division and is fully insured. BFC is accredited by the Step Ahead for Recognition System (STARS) as a 4-star program. This is a state accreditation that recognizes early education centers which adhere to strict standards of excellence. The Center is governed by a Board of Directors, which consists of parents and/or community members whose focus is on providing long-term strategic leadership to the Center. In addition to the Executive Director and Leadership Team, there is a staff of experienced teachers, all of whom, at the very minimum, meet state requirements for current and ongoing education and professional development.

While providing a daylong program with a thoughtful curriculum, the Center recognizes the inherent uniqueness of each child. We offer experiences that build self-help skills and we foster independence which promotes the development of stable and long term relationships. We support each child to learn at their own pace through a balance of child initiated and teacher guided activities. We create environments where children feel comfortable and are inspired to learn through play in preparation for future learning opportunities.

**Mission**

The BFC staff is dedicated to honoring and respecting children and families by getting to know them well, and by helping children to love themselves through loving each of them unconditionally. Social and emotional development is of utmost concern at BFC. Teachers encourage the children in their care by being affectionate and affirming. We foster each child’s individuality and support their curiosity by allowing them to discover and pursue their own interests in a rich and stimulating environment.

The staff of BFC strives to support families through respecting each family’s wishes, beliefs and styles of guidance. Staff members are honest, positive and confidential sources of emotional support, as well as resources for questions about development. We are committed to providing a family-friendly service that responds to family needs.

**Vision Statement**

Children and families will move on to their next chapter with the skills and resources needed to continue their growth and development.

**Curriculum**

The BFC Staff is inspired by the practice of the Reggio Emilia Approach. The Reggio Emilia Approach values young children and the relationships that they build with peers, adults, materials and nature. Through this inspiration, we offer premium environments in which children can explore and learn. We share in the philosophy that children are capable of constructing their own learning and therefore offer many opportunities for children to be thoughtful and curious learners while building meaningful relationships. The Reggio Emilia Approach supports teachers in meeting the children at their developmental stage and challenging each child to grow as they play and have fun in an unhurried way. The children’s interests, the environment, the interests of the teachers and parental input all play significant roles in the development of curriculum at BFC. We support a learning process which empowers children to use their natural curiosity to be life-long, self-motivated learners.

The teachers at BFC use Vermont Early Learning Standards (VELS) to support their work in the classroom. This is not meant to be an assessment of children’s learning but rather a method of supporting the developmentally appropriate programming that we strive for at BFC.

Often our areas of study take us out into the community. These experiences make the learning richer and more meaningful. Families will be notified ahead of time of specific field trips requiring motor vehicle transportation. Parents will be asked to sign a permission form for each trip. Families will have the opportunity to sign walking field trip permission slips that will cover a season at a time. We welcome, encourage and sometimes require parent participation for our trips.

**Holiday Curriculum**

The BFC recognizes and values the culture of individual families. It is our goal to support children and families in sharing their own celebrations, values and customs. We want the children to rely on BFC to be a rich learning environment. We want to celebrate diversity throughout the year disregarding the typical societal pressures to celebrate during certain calendar months. As teachers, we will use active listening to support children in talking about the festivities that may be a part of their family life at any given time. We will offer opportunities for children to express thoughts and questions and find appropriate ways to embed these customs into our curriculum. We welcome opportunities to explore family culture through family guided curriculum and experiences.

**Staffing**

The BFC is dedicated to hiring high quality professionals with a background in Early Childhood Education (Please see the staff board or our website to learn more about the staff at BFC). It is the requirement of BFC that all staff be trained in First Aid and Infant/Child CPR. Each Teacher is responsible for completing one college level child development course or its equivalent upon hire and maintaining a minimum of thirty hours of continuing education per year, appropriate to the enrichment of that staff member’s program.

BFC staff members work closely with other area professionals including but not limited to EEE/EEI, Parent Child Center, Children’s Integrated Services, Speech Therapists, Occupational Therapists and Physical Therapists to ensure that all children are receiving the support that they need. The Director is a member of the Addison County Director’s Network, a member of Shared Services of Addison County and a member of the Middlebury College consortium. We know that this type of networking makes our agency stronger.

BFC employs at minimum one Vermont state licensed teacher with an Early Childhood Endorsement to support the contract for Universal Pre-K programming in our district. This relationship allows us to provide 10 hours per week of specialized pre k programming to children ages 3-5. Children must be 3 by 9/1 to receive this federal funding.

Each program team meets on a weekly basis to plan and implement a developmentally appropriate curriculum. The Director and lead teachers meet on a weekly basis to ensure high quality early care and education. The entire staff meets regularly to ensure open communication and a global BFC vision.

supporting our efforts to maintain high quality and affordable care. BFC invites all families to participate..

At times, parents express an interest in having a well-trusted teacher baby-sit for their child outside of work hours. This is a private, contractual agreement between the staff member and the family. This agreement cannot affect the staff member’s productivity and responsibilities.

**The Home/School Relationship**

We know that parents are their child’s first teachers, we rely on families to help us learn about their child and ensure that we are meeting their diverse needs. We believe that children benefit from their families’ involvement at the Center. We have an open-door policy and invite you to visit at any time. The channels of communication between home and school should be open and honest. Besides the numerous fun and exciting experiences that we will share with one another; occasionally school and home will need to join forces and work together to solve problems or face challenges that might arise. Daily communication with teachers will help build a relationship to best serve your child. Twice a year (fall and spring) there are formal conferences offered: don’t wait for these opportunities to request a conversation about your child’s development.

Families will have access to any of their child’s information at any time that it is requested including but not limited to confidential child files.

Families can access daily schedules, routines, classroom expectations and supplies needed in their child’s specific program’s handbook.

The Center benefits greatly from all volunteers. Parents are strongly encouraged to participate in all center events. Families are always invited to volunteer in the classroom, on projects, committees, or fundraising. The Board of Directors often has openings for parent volunteers when board terms end. Please contact the Director, Board Chair or other board members if you are interested in a position.

The Bristol Family Center strives to maintain high quality early care and education at an affordable price. The rates that we charge do not meet the actual cost of care and as a non-profit organization, the BFC relies heavily on fundraising, grant writing and donations to offset the difference. Families are an integral part of fundraising and the Center, as her or his primary responsibility is to the Center. The BFC is not liable for agreements between families and teachers with regards to outside care for children.

All information that is shared with the staff of the BFC will be held in strict confidence. Since all staff members work with all families, the Director is responsible for sharing pertinent information with all teachers. If a family does not wish to have information shared with all teachers it is their responsibility to notify the Director of this.

At all times, please feel free to ask about your child, discuss concerns or issues and get or give feedback. The staff is always available to discuss any issues which may concern you.

**Admission and Enrollment Procedures**

BFC is committed to creating a diverse community of children and families. The BFC does not discriminate on the basis of race, creed, color, sex, sexual orientation, national orientation, religion or income. Admission is based on space and availability in the child’s appropriate age group. In the event that a space is not immediately available, that child’s name may be placed on the waiting list. The family will be notified when the space becomes available.

BFC serves children ages six weeks up until they enter kindergarten. BFC considers many criteria aspects while enrolling children and families. This criterion includes but is not limited to staff children, birthdate, age, sibling status, schedule request, previous enrollment, affiliations and date of wait list.

At the time of enrollment, an enrollment form, financial agreement, immunization records, as well as documentation of annual well child checks are due. All children are required to have a regularly updated immunization record in his/her file. If for religious reasons a family chooses not to immunize, a signed waiver must be kept on file. The BFC participates in the Federal Food Program; therefore, each family is required to complete an income eligibility form upon enrollment and at the beginning of each school year.

**Visiting**

Prior to enrolling a child at the Center, all families are offered a tour and an opportunity to observe the classrooms and ask any questions they may have. While lunch, outdoor time and naptime are integral components of our day, morning visits are preferable as families can most easily see the program dynamic and activity.

Once a family has determined that they would like to enroll their child at the Center, staff will schedule a minimum of 2 visits for the child. In the event that staff feel a child needs more than 2 visits they will talk with parent(s)/guardians to set that up. It is important that children visit the Center, see their classroom and meet their teachers prior to their first day.

**First Days**

The first day can be stressful, not only for children but for parents as well. Our experience has also shown that occasionally a child will breeze through the first day’s separation and then experience a difficult separation on the second or third day. It is important for parents to talk to their child about what to expect: that they will be with other children, who the teachers will be, and explain that you will be coming back later in the day. You may want to spend a little extra time with your child to help them settle into an activity before leaving. Families are welcome to call and check on how your child is doing at any time throughout the day.

**Tuition Rates and Financial Agreements**

The Center is dependent on tuition monies to meet its budget. Families not adhering to the payment schedule place the Center at significant financial risk.

* Tuition fees are based on enrollment and not attendance. Therefore, if a child does not attend due to illness, weather closing, or for any other reason, the full fee is still due. The Bristol Family Center cannot provide free make up days if you miss a regularly scheduled day.
* Invoices are created and given to families by the end of each month for the upcoming month. Invoices will reflect one month’s worth of the annual tuition rates.
* Bristol Family Center will observe a set number of holidays, inservice days and early release staff training days as detailed on the annual calendar. days for staff Parent/teacher conferences will be scheduled in advance and offered during an in-service day. These days are included in our monthly tuition fees.
* Payments for tuition must be paid by the end of the month. Families may choose if they would like to pay weekly or monthly. balances may be subject to a $15.00 late payment fee if not paid in full by the end of each month.
* Families are encouraged to set up auto pay through their banking institution. Checks will be considered received on the day written via the institution.
* Families of BFC are encouraged to participate in fundraising and/or volunteer opportunities.
* The Bristol Family Center reserves the right to terminate this agreement with a 5 day notice should it be determined that commitments and responsibilities are not being met by the parent/guardian. Termination may also occur if the provider deems for any reason that continuation of care is not in the best interest of the Bristol Family Center. Non-payment of tuition when due may be cause for termination.
* There is a late pick up fee of $5.00 for every 5 minutes you are late after your child’s program closes which is charged to your following week’s tuition.
* Families who receive financial assistance through the state of Vermont for child care services (C.C.F.A.P.) are responsible for maintaining all of the paperwork in regards to C.C.F.A.P. In the event that paperwork for this program lapses it is the responsibility of the parent/guardian to pay the full tuition price of their child’s program. It is the parent/guardian’s responsibility to maintain the dates of all paperwork. Vacation dates through C.C.F.A.P. are counted from July 1 to June 30 of each year.
* C.C.F.A.P allows up to ten paid vacation days through their agreement. Any vacation days past the ten days is your responsibility to pay. Any days deemed by the state to not be covered are the parent/guardian’s responsibility.
* Families who qualify for C.C.F.A.P are fully responsible for ensuring that the Director has all up to date information regarding their tuition.

**Hours/Late Pick Ups/Drop in Days/Etc.**

Please be aware that each program has drop off times appropriate to the development and routine of their classroom. Please see your child’s program handbook for the specific times.

The Center staff works very hard to provide a high-quality experience for all children. Late pick-ups adversely affect both the child and the staff members who are required to stay later.

* Please contact your child’s teacher if you are going to be late.
* There may be a $5.00 late fee charge assessed for every 5 minutes you are late.

Drop-in time may sometimes be available to an already enrolled child. The staff must approve all drop-ins.

* Drop in days are dependent on availability.
* Drop in hours are 8:00 a.m. – 4:00 p.m. Please contact a lead program teacher if you are in need of a drop in.
* Drop in days are not available unless your tuition is paid up to date.
* Late fees apply if your child is not picked up according to the time given.

If someone other than a child’s parent or legal guardian will be dropping off or picking up, be sure to inform the Center staff. Anyone picking up a child will be asked for identification as well as the code word that you supply on the enrollment form. We ask for your cooperation as the policies are in place to protect your family.

When divorced/separated parents share a custodial arrangement for a child, the Center must be provided with written documentation from the courts outlining the parameters for visitations/guardianship. In the absence of this documentation, we are under legal obligation to release the child to either biological parent or guardian. Parents are solely responsible for providing the BFC with all legal documentation.

**Attendance**

If your child will not be attending the Center on his/her regularly scheduled day, please notify us. If we have not heard from your family by 9:30 a.m., staff will call to check in. You are required to pay for all days contracted even if your child does not attend on a contracted day.

The BFC will be diligent in ensuring that children are cared for in the safest manner possible. Should any staff member have concerns about the safety of a child’s ride home, the staff member will inform the Director/identified staff in charge. If possible an alternate ride will be offered and if necessary, the authorities will be notified.

**Snow Days**

If the Center is to be closed due to weather conditions or other unforeseen circumstances, this information will be posted on the Center’s Facebook and Instagram pages. It is our policy to follow the decision of the MAUSD school district when it comes to weather related closings or delays. The Vermont Broadcasters Association will be called and the information will be on local radio and television stations that are part of this service. Traditionally closings have been shown on television stations WCAX (Channel 3), WPTZ (Channel 5), and radio station WOKO (98.9FM) as well as other Vermont stations that offer this service.

**Transitions**

A child is eligible for our Explorer program between the ages of six weeks and two years. At around two years old (by 9/1) children are eligible for the Trailblazer program. At three years old (by 9/1) children typically transition to our Navigator classroom where they stay until they are ready to move onto kindergarten. BFC philosophy promotes looping as a strategy for transitioning groups. Children will travel through the Center’s programs with their like-aged peers and primary teachers. The ages for transition are determined by state regulations which dictate child: teacher ratios. Most transitions will occur in late August. However, transition periods may be individualized based on the developmental needs of each child.

**Positive Guidance and Redirection**

Our philosophy of positive guidance focuses on the importance of treating young children as capable individuals with widely differing personalities. Our goal is to maximize growth for each child while protecting every member of the learning community. At BFC, a set of limits and rules that are appropriate for each age group will be in effect. Positive methods of guidance and discipline will be used with the children to encourage self-control, self-direction, positive self-esteem and cooperation. It is the goal of the BFC staff to encourage children to be in control of their own behavior, to make positive choices and learn how to articulate their needs for future success.

When children interact, conflict situations arise and are learning opportunities for all involved. Children are a composite of all their feelings, which can be intense, and self-oriented. Teachers help children name, validate and express their feelings. Conflict resolution, problem solving, and learning to use language to express feelings are all important parts of our days together. Children learn that they cannot hurt themselves, hurt others, or destroy property. Sometimes a child needs to be redirected to another activity. When redirection is ineffective or when the problem behavior is extreme or dangerous, a teacher may remove the child from the situation and discuss the behavior and alternatives with the child. Teachers emphasize that certain behaviors are not acceptable at BFC and then present alternative actions while validating the child’s thoughts and emotions. We regard redirection as the teaching of acceptable and respectful behavior, not as a punishment. Disciplinary intervention including corporal punishment, humiliation, and verbal abuse or withholding food is never an option at BFC. Families will be invited to participate with the teachers in supporting their child in both successes and challenges as part of the learning opportunities at BFC.

The Bristol Family Staff works on a consistent basis with a consultant from the Children’s Integrated Services (CIS) team to deliver services that are focused on the emotional well being and mental health of young children. This process consists of observations and consulting meetings to provide feedback to teachers around the environment and interactions that support the growth of young children. At times, it is determined that a referral for further service is in the best interest of a child. At this time parents will be notified and opportunities for the family to meet with the consultant will be created. Teachers are all trained in Early Multi-Tiered Systems of Support which is focused on mental health, friendship skills and self- regulation through providing a well trained staff and an environment that can be safely navigated by children.

**Child Abuse or Neglect**

In accordance with state laws and regulations, as well as sound early childhood education practices, it is the policy of The BFC to report all suspected instances of child abuse or neglect.

It is the BFC’s policy to:

Ensure that all staff members are informed of the Center’s maltreatment policy and of their duty as mandated reporters, to report suspected cases of abuse or neglect, as well as that failure to report could result in a fine.

Question all staff at the time of initial employment as to whether the person has ever been found to have abused or neglected a child in any way, or been convicted of any offense involving violence or inappropriate behavior with a child.

Report yearly to the Child Development Division the names of all staff members for the purpose of checking against the State Registry of Child Abusers.

Provide staff with training on the prevention and identification of child abuse or neglect.

Cooperate with the Child Development Division of the Department of Children and Families in any investigation involving the facility or its personnel.

Take immediate action to safeguard children, up to and including suspending a staff member from duty, should an allegation of abuse or neglect be made against a staff person. Any confirmed act of abuse or neglect will result in immediate staff termination.

**Fire Drills**

We conduct monthly fire drills for the entire Center. The facility is equipped with a complete fire alarm system and emergency evacuation routes are posted in each room. Each staff member is familiar with BFC’s complete emergency procedures. We work hard to insure the highest measures of security and protection for everyone at BFC. It is imperative that an adult family member or staff member signs the child in and out each day since in the event of a fire we must have an accurate count.

**Food**

Food and meals are a significant and integral component of the Center’s culture and curriculum. While meal times offer an opportunity for children to learn concepts in areas such as nutrition, math, science, and language, their greatest value comes from the social interactions and cultural competencies that result from the shared experience of sitting with others and sharing a meal.

The Center offers children breakfast, and an afternoon snack. Families should pack their child’s lunch with two ice packs. Monthly menus are available. If families are aware that their child might not eat a particular food that is offered, they are welcome to send in a supplement.

Meals are served family style and teachers sit and eat with the children. Children serve themselves and learn to self-regulate by observing their own hunger and fullness cues. Staff members encourage children to try new foods, but never force or bribe children to eat.

The Center participates in the Child and Adult Care Food Program (CACFP) and families are required to fill out the Child Care Food Program Eligibility form each year as part of their child’s ongoing enrollment at the Center.

BFC follows state and federal requirements for accommodating children with a food allergy or intolerance. Families are asked to provide the Center with a statement from their Physician stating the nature of that food allergy and suggested alternatives to that food. If the allergy is severe, classroom staff will meet with the family to construct a plan for the child. Warnings of the food allergy will be shared with all Center staff and all those who may work with the child. An emergency plan will be readily available in the Center’s kitchen and in the child’s classroom. In extreme circumstances the knowledge of this allergy, but not the name of the child, will be shared with the parents of other children in the child’s classroom so they may be aware of foods that are restricted in the classroom. Families must provide classroom staff with an unexpired EPI pen if the allergy requires such intervention.

**Children’s Clothing**

We encourage and offer a lot of active play, so children should be dressed comfortably in clothing that can be washed. We also play in water tables, with hoses and in other water related activities and although we encourage the use of smocks, children often need a change (or two) of clothing during the day. Families are asked to keep adequate changes in their child’s cubby. Parents are also asked to provide pull-ups and diapers, as needed. During warm weather families are welcome to provide a bathing suit and towel.

Children learn outdoors daily. Please supply weather appropriate clothing so that they can have a positive experience; a light jacket, hat, and rain boots for damp days in fall and spring; a heavy winter jacket, snow pants, mittens, scarf, hat and snow boots in winter. Please label everything. We will do our best to keep all children’s belongings safe in their cubbies.

**Toys from Home**

For many children, something from home helps ease transitions. BFC asks that these items are along the lines of stuffed animals/comfort items. These special objects are used for comfort, and to keep children connected with their home. Items brought from home will be respected as a child’s and staff will allow these items to be accessed as needed.

**Confidentiality**

All Center teachers and staff must sign a Statement of Confidentiality, which states that they will not discuss a child or family with anyone outside the Center or with anyone within the Center whose responsibilities do not require such knowledge. All employees are cautioned about using a child’s name or a family’s name when parents, children or other persons might overhear them.

We ask families to respect these same guidelines and to refrain from discussing either in the Center or in the community what might be considered personal information about children and families that they acquire through their time in the Center.

If children are receiving services from other community agencies, their families will be asked to sign a Release of Information form that will allow a child’s teachers to work with the other agency or agencies involved to best coordinate services for that child.

Parents of children who will be entering kindergarten are also asked to sign a Release of Information so that teachers may share progress reports and other information with the receiving school.

**Parking Lot**

The Center’s parking lot is particularly busy at the beginning and end of the day. Although the Center has no way of monitoring its parking lot, it is requested that for everyone’s safety:

• Children should not be left unattended in cars in the parking lot.

• Vehicles may not be left idling when parents arrive to drop off or pick up their children.

• A child never leaves a car or the building unless they are supervised by an adult.

• Cars are driven slowly both in the parking lot and on the driveway.

• The handicapped parking spaces are not used by anyone without a handicapped permit displayed.

• Children are not transported to or from the Center without appropriate car seats or restraints.

• Paper, food or artwork that is mistakenly dropped in the parking lot is retrieved.

• BFC does not release children to anyone under the age of 16, and will only release to someone between the age of 16 and 18 with written permission on file.

**Environmental Safety**

The Center and the property is a smoke, alcohol and weapon free environment.

Staff are fully trained in emergency protocol and there are specific emergency procedures that are available to all staff and families.

The water is tested on a quarterly basis at BFC and reports of those tests and any remediation plans can be made available to families upon request.

**Grievances, Feedback, Suggestions**

The Center’s teachers are professionals and they welcome comments and suggestions. Over the years parents have provided the Center with valuable input that has assisted the Center in evaluating and improving its program. At least twice a year, a family survey will be sent out to gather feedback for improving BFC practices. The Center encourages families to answer the questions honestly and to let us know their perspective on how the program is working for them.

When areas of concern arise, the problem should be addressed with the child’s classroom teacher who will work with the family and attempt to reach a solution. If additional communication is necessary, the family should address the problem with the Director. If the family is still not satisfied, a written appeal may be made to the Center’s Board of Directors who meets regularly.

Board of Director

Bristol Family Center

45 Orchard Terrace

Bristol VT 05443

Families have the further option of appealing at any point to the Child Care Consumer Concern Line at 1(800) 540-7942.

Parents can find the Early Childhood Program Licensing Regulations for the State of Vermont at: [http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP\_Regulations\_FINA](http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINAL.pdf)

**Health Policies**

The staff at BFC works hard to ensure a healthy environment for all families. The spread of illness is the biggest threat to our healthy environment. Each classroom practices regular hand washing throughout each day. Toys and materials are cleaned and disinfected regularly. Based on state regulations all children and families must wash their hands upon arrival.

Unfortunately, illness is an inevitable consequence of any group setting. This means that maintaining a healthy environment sometimes entails the exclusion of sick children. BFC staff will use guidelines set forth in the Vermont State Licensing Regulations to determine whether a child is well enough to attend care on any given day. Full details for exclusion are available at the Child Development Division website <http://dcf.vermont.gov/cdd/laws-regs>. Please respect that these are guidelines set forth by the state and adopted by BFC to ensure the overall health of staff, children, and families.

Primarily children and staff should stay home when they are ill. Basic exclusion guidelines include excessive symptoms (runny nose needing to be wiped multiple times every hour, consistent cough) vomiting, diarrhea, fever over 100.4 and undiagnosed rashes or if a child is just not well enough to keep up with their group’s activities. Children should not be given symptom-reducing medication in order to attend care. Children should be symptom free for 24 hours or showing significant improvement with no new symptoms emerging prior to their return. The BFC staff will work in conjunction with families and often a medical professional to determine a plan for exclusion and safe return to care. Families should arrive or make arrangements for someone else to arrive within one hour if a child needs to leave care due to illness. If the parents of an ill child are unable to be reached the staff member will contact the person that the parents listed as an emergency contact. Parents should ensure that the emergency contact is available if necessary.

The BFC staff will not administer any medication to any child without written parental consent. Parents should complete the medication log in their child’s classroom. Medications must be supplied in the original container and given to the appropriate staff member at drop-off time. Medications will only be given as directed on the box/prescription label. Medications will be stored in a locked container. The BFC will not assume responsibility for complications due to prescribed medications.

If a child has been exposed to a contagious disease, the family must notify the Center as soon as possible so that other families can be notified. This notification will be anonymous.

Dr. notes are a helpful part of the plan for return to care. Notes will be requested and should provide clear diagnosis of illness as well as clear definition of when a child is safe to return. BFC staff maintain final approval for children to return to care.

**Lice Policy**

*With the exception of the common cold, head lice infestation affects more school age children than all other Communicable diseases combined* (National Pediculosis Association, INC.) The Bristol Family Center recognizes the disruption that takes place when an outbreak occurs. The goal of this policy is to help prevent the spread of head lice.

Children found to have lice (adult) or nits (eggs) will be sent home. Any child sent home

will not be allowed to re-enter his/her program until a staff member has determined that the child is lice/nit free for two consecutive head checks occurring 24 hours apart. The child must be removed from the Center for 24 hours after the first discovery of lice or nits.

When an outbreak occurs, parents of children in the affected program must remove and

wash all clothing and bedding at the Center. The BFC staff will conduct

daily head checks until the risk of contracting lice is over. The BFC will

conduct random head checks throughout the year as a precaution.

Again, please remember that it is our goal to maintain a healthy environment for all of our families and staff. The purpose of this health policy is to provide guidance when

confronted by illness, Confidentiality, and Safe Release of information.

Thank you so much for choosing the Bristol Family Center! We are looking forward to

getting to know your child and family. Please let us know if you have any questions,

thoughts or concerns. It is our goal to make this transition as smooth and joyful

as possible.

We have read the Family Handbook and accept this agreement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parents/Guardians

Name(s) (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Please return this form to the Center and keep the handbook for your records.