



Children's Center
OF THE UPPER VALLEY

*Family
Handbook*

Dear CCUV Families:

Welcome to the Children's Center of the Upper Valley!

Thank you for choosing us for your child care needs. Since 1971, CCUV has been dedicated to providing quality early childhood care and education for families in the greater Lebanon area. By enrolling here, you have given your child a new extended family. The upcoming years will be filled with many exciting and interesting events, activities, and experiences for you and your child. We are delighted you will be participating in our program. We want you to have peace of mind while you are away, confident in the knowledge that your child's needs are being met.

At CCUV, we believe that all children learn and develop through active involvement with their environment. In this way children construct knowledge of the world, and strategies for interacting with both peers and adults are an important part of learning during a child's early years. We plan activities that are designed to be appropriate to each child's developmental capabilities, and that are implemented with attention to the differing needs, interests, and developmental levels of our children. We also value the rich cultural and ethnic diversity that individual families bring to the Center.

This family handbook is designed to give you an overview of our program and policies, and to provide answers to questions you may have now and later as your involvement with the Children's Center continues. If you ever have additional questions, concerns, or suggestions, please don't hesitate to call us. Any member of our staff will be glad to help you. We all – staff, parents, and children – work together as a team, to provide a positive learning experience for your child and you.

We look forward to having you as part of the CCUV community.

Sincerely,

Jennifer Hosmer
EXECUTIVE DIRECTOR

Lianne Heiser
PROGRAM DIRECTOR

"The mission of the Children's Center of the Upper Valley is to support parents and serve our community by providing quality child care in a secure, healthy environment which promotes growth and learning in all areas of child development." APPROVED BY THE BOARD OF DIRECTORS

OUR FACILITY

The Children's Center was the first child care facility in New Hampshire to be established with state support. From its start, the Center has operated as a non-profit corporation under a local Board of Directors. All parents of enrolled children are considered members of the corporation. We have been at our present location on Mechanic Street since 1973. Our main building is an 1850 farmhouse, and includes our infant/toddler classrooms, food service area, administrative offices, and a combined staff room and learning resource center. A newer wing houses our other three classrooms. The grounds include five different playground areas.

CCUV is licensed by the State of New Hampshire, Bureau of Licensing and Certification, for up to 95 children between the ages of six weeks to twelve years.

The Children's center offers an Open-Door Policy. This policy allows parents to visit their children in our facility at any time they wish. We ask that frequent visits be respectful of other children in our care, follow our classroom routines and avoid disturbing activities. This helps ensure the children are not distracted from their learning activities and classroom rules.

HOURS OF OPERATION

The center is open Monday through Friday, from 6:30 AM to 6:00 PM.

CALENDAR

The Children's Center is open to serve your needs every weekday, with the following exceptions:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day (closing promptly at 3:00 PM on Christmas Eve)

We are also closed on President's Day and the Friday before Labor Day, for center cleaning and staff development.

In the event that one of the above holidays falls on a weekend, the Center will be closed on the Friday before a Saturday holiday, or the Monday after a Sunday holiday. These are paid holidays, and your weekly fee remains the same.

WEATHER CANCELLATIONS

The Children's Center normally remains open in inclement weather. In the rare case that we do close on account of snow or other severe weather conditions, altered services will be announced on local television stations, WCAX-TV Channel 3 and WMUR-TV Channel 9 as well as the Brightwheel app. Please check these sources before calling the Center.

NON-DISCRIMINATION STATEMENT

The Children's Center of the Upper Valley is non-discriminatory, and accords equal treatment and access to services without regard to race, color, religion, sex, national origin, ancestry, or disability.

CCUV will make every effort within our scope of ability to be functional for the children which may have disabilities.

ENROLLING YOUR CHILD AT CCUV

Admission to CCUV is on a **space available** basis, using a **first-come / first-served** process. The admission process has two phases: application and enrollment.

Phase One: Application

- a. You will be given an application form that a parent or guardian should fill out and return, with a non-refundable application fee of \$30. The form and fee should be submitted as soon as possible.
- b. After you have submitted these materials, we will send you a written acknowledgement, and place your child on a wait list.

Phase Two: Enrollment

- a. If your child is on the wait list pending available space, we will notify you when a space becomes available. You will then have 48 hours to respond to CCUV regarding your decision to enroll or not. This response must be made directly to the Program Director or other representative of CCUV, it cannot be left as a phone message.
- b. You will also need to complete and return the following:

- ✓ Emergency Information, including the names of two persons who can assume responsibility for your child in the event you cannot be reached.
 - ✓ Family Profile Form
 - ✓ A record of your child's health and immunizations completed by his/her physician. This information needs to be updated after each yearly exam.
 - ✓ Food Program Forms.
 - ✓ Photo Permission Form.
 - ✓ Various other Permission Forms.
 - ✓ Verification of Gross Income. If you decide to use our sliding fee scale, we need this information to prepare your contract.
- c. Your child's teachers will then get the relevant forms (non-financial forms) to become familiar with your child. They will contact you to set up an **intake meeting**. This is your chance to ask any questions you may have about the Center and your child's classroom. It will also be when the teachers review their classroom routine and program, discuss what they will need you to bring for your child's first day, and plan for a start date with you. We want to be sure you and your child feels good about coming to the Children's Center.
- d. As soon as we receive the income verification information, we will prepare a contract. This must be signed prior to the start date. The security deposit equal to one week's fees must be paid at the time of signing.
- e. Your first week's fees must be paid at the time of signing, or no later than the first day of attendance.
- f. If you have applied for VT or NH state subsidy, you are responsible for all tuition payments until the subsidy becomes active.

WITHDRAWAL FROM THE PROGRAM

When withdrawing your child from enrollment at the Children's Center, we require a minimum of two weeks' written notice prior to the date of withdrawal. This time is necessary for both your child and the Center. Your child needs to prepare for leaving and saying good-byes. We need time to make a final evaluation and collect the records for future use in your child's new school. Failure to give two weeks' written notice will result in the forfeiture of your security deposit, and you will be charged for the two weeks' tuition, as well as any outstanding balance.

TUITION

We offer a sliding fee scale, based on a family's gross annual income.

Please note that there are no weekly statements. Tuition is paid in advance and is due on FRIDAY or the last day of service for the upcoming week. Payments should be placed in the locked payment box located by the main entrance. This box is checked at least once each day.

CCUV strongly encourages families to set up direct debits (ACH withdrawals) from your bank account. This is a convenient service we offer to make tuition payments hassle free. Please complete and return the simple Automatic Withdrawal form to use this service. Payments can be made weekly, bi-weekly or monthly. If you have any questions about this service, please ask the Executive Director.

Please remember upon enrollment you need to pay a security deposit and your child's first week of tuition.

For families with NH or VT child care subsidies, you are responsible for tuition at the income sensitive fee rate, when your child's account is not active with the state: before your subsidy is active or after it has expired. It is also your responsibility to manage your NH or VT subsidy.

You are expected to pay your full weekly fee even if your child is unable to attend due to illness, vacation, or holidays, or if he/she is absent for any other reason for up to two weeks. If your child will be absent from the Center for a period greater than two weeks, full payment is expected for the first two weeks. However, your fee will be reduced to 50% for any additional weeks. The child must be absent for every day of this period to qualify for this discount. Any problems in paying your weekly fee must be discussed with the Executive Director.

A service hold may be placed on your account if account balances are not paid in full.

OTHER FEES

A \$15.00 late fee is charged for any weekly tuition not received when payment is due.

A \$25.00 fee will be charged for checks and ACH Withdrawals returned for insufficient funds, if there is a charge to us by our bank.

LATE FEE

The Center closes promptly at 6:00 PM. If you extend the closing of the Center by your late arrival, a fee of \$1.00 per minute for the first ten minutes, a fee of \$2.00 per minute for the next 10 minutes, and fee of \$3.00 for any additional time will be charged. You will

be expected to pay this fee as soon as you are invoiced. The late charge will be based on the clocks of the classroom.

OUR PROGRAMS

The Children's Center is a year-round program, open to children from the age of six weeks through twelve years. We currently have one infant classroom, one young toddler classrooms, one older toddler classroom, and two preschool rooms.

Classrooms

Each classroom provides age-based learning and development activities. An important part of your child's early years is a continuing development of knowledge of the social world and of how to interact with peers and adults. Your child's age, developmental stage, and the composition of the classroom are all considered when determining placement. Our classrooms are named to encourage a sense of community within each room:

- The **Sprout and Ladybug** rooms are our youngest groups, children six weeks through age two.
- **Tiny Turtles** are two to three years old.
- Three year olds are our **Panda Bears**.
- Our oldest group is the **Grizzly Bears**, which are four to five year olds.

Our programs are designed to reflect individual needs and interests of children, and focus on social, emotional, cognitive, language, and motor skill growth and development. At each level, children are encouraged to develop self-esteem, self-help skills, and individuality.

Your child's classroom

Each classroom has two to three full time teachers and occasional help from part time staff members. Your child's room will have its own schedule, with free play, breakfast, circle time, activity time, outside time, lunch, teeth brushing, rest time, snack time, music/movement, and other elements. Your child's classroom schedule will be available upon request and/ or will be available outside of his/her classroom. Sprouts and Inchworms and Ladybugs will be in the Sprout room from 6:30 to 7:30 AM, then again in the afternoon from 5 to 6 PM. The other children are all together in the Panda Bear room at the start of each day. At approximately 7:45 AM, they go to their respective classrooms. They then come together again for the close of the day, between 5:00PM and 5:30PM in the Panda Bear room.

Transition

Transition into the Center is based on each child and family. The Program Director works with each new family to determine a transition schedule that meets the child's needs. We know that transitions can be difficult for children as well as adults. When a family has had a difficult transition in the morning, we encourage them to call later to see how their child is managing. We are here to help with this process.

Moving from one classroom to another

The decision to move a child from one age group to the next is also made with care. Any move is based first and foremost on the needs of the child, developmental criteria, and the occupancy of the classrooms. Teachers, parents, and the Program Director may initiate a class change. The Program Director will notify the teachers when and where a child is to move. We try to plan a transitional period of at least two weeks before the move takes place. We also encourage you to get in touch with the new teachers to learn more about your child's new room.

Curriculum

The curriculum in each classroom reflects the emotional, physical, social, and cognitive needs of each child. His/her development needs are used to determine appropriate activities that are carried out with each child. Because children grow, learn, and develop at different rates, this approach gives them the opportunity to explore each area of development at their own pace. Health, safety, hygiene, and nutrition are part of each day's learning activities.

Learning Centers

Each classroom features learning centers where we carry out appropriate activities. These include such areas as art, science, math, dramatic play, blocks, and books. We encourage children to make choices and play with others while participating in these centers. Our teachers act as facilitators as they extend the children's play and promote learning by observing, asking questions, and other interaction.

Outside Time

All children need fresh air, no matter the season. Unless weather conditions are extreme, we go outside every day. In the winter, we will go out as long as the temperature or wind chill is 20 degrees Fahrenheit or above. It is our policy that children who are well enough to come to the Center, are well enough to go outdoors. We ask that you please be sure your child is dressed appropriately for the weather and bring extra clothes for the unpredictable weather.

Playgrounds

We are very fortunate to offer five different playgrounds for the children here at the Center. Our toddler playground is conveniently located next to their classroom, and has many stimulating toys and structures for their enjoyment. The preschool and kindergarten classrooms all use the other four playgrounds. The “Ball Side” has a climbing structure, a wide-open space for large group activities and running, and various balls and other equipment. The “Bike Side” has a great bicycle track, with several tricycles to ride, as well as a train and car structure. The “Ship Side” features our great ship climbing structure with slide, tire swings, sand box, and more. The “Train Side” has a gigantic train structure, sand box, slide, swings, and monkey bars. Water fountains are available on the Train Side.

Holiday Celebrations

We respect and promote the cultural and religious diversity of our families. For that reason, we do not offer any religious training, and we do not promote the religious aspect of different holiday celebrations.

HEALTH POLICIES AND MEDICAL TREATMENT

Each child at the Children’s Center must have a completed Child Health Form, signed by a physician, upon enrollment. The State of New Hampshire mandates an annual physical examination and a regular schedule of immunizations.

Illness/Injury

The State also mandates minimum policies as follows:

1. Child care personnel shall observe each child each day upon arrival and throughout the day for injuries and symptoms of illness which:
 - a. Impair or prohibit the child’s participation in the regular child care activities; or
 - b. Require more care than child care personnel are able to provide without compromising the health and safety of the ill or injured child or the other children.

2. The symptoms of illness referenced in (1) above shall include, but are not limited to the following:
 - a. More than one episode of vomiting in one day;
 - b. More than one episode of diarrhea in one day;
 - c. Uncontrolled coughing or wheezing;
 - d. Unusual or extreme fatigue or lethargy;
 - e. Skin lesions which have not been diagnosed or treated by a licensed health care practitioner; or

- f. An oral temperature of 101 degrees Fahrenheit or higher or an under the arm temperature of 100 degrees Fahrenheit or higher combined with any of the following:
 - i. Diarrhea
 - ii. Rash
 - iii. Ear ache
 - iv. Sore throat; or
 - v. Vomiting

The State further mandates reporting and exclusion of certain communicable diseases, including:

Rubella	Mumps	Measles
Chicken Pox	Pertussis	Impetigo
Hepatitis	Scabies	Scarlet Fever
Ringworm	Head Lice	Strep Throat
Certain types of Conjunctivitis		

Please let the Center know if your child has been diagnosed with any of these communicable diseases so we may post appropriate information in the Center.

Medication

State regulations require that if your child requires prescription or non-prescription medication, you must fill out and provide a Medication Permission Form, and note all special instructions. You must hand the medication to the teacher so that it can be locked up in your child's classroom. Please note the following requirements for both prescription and non-prescription medications:

- Medications must be in their original container
- Medications must be clearly labeled with your child's name

Classroom staff will maintain a record for all medications administered.

OUR TEACHERS

The teachers at the Children's Center are caring, intelligent individuals with strong experience in Early Childhood Education, who have dedicated their lives to promoting the growth and development of young children. All teachers must complete 24 hours of continuing education each year, and all are also trained in First Aid, CPR, and Water Safety. Classrooms are staffed with three full time teachers with the support of part time staff as well.

The **Lead Teachers** are responsible for organizing and participating in both planning and preparing appropriate curriculum, working with their in-class team as well as the Program Director. They are also responsible for maintaining their classrooms in line with New Hampshire licensing requirements and Center policies. They actively engage children in age-appropriate learning activities, record each child's progress, and provide positive learning experience for all children. They also provide support for parents by participating in Individual Education Plan meetings, conducting parent/teacher conferences twice a year, and being available for any child's needs.

Associate Teachers are responsible for classrooms in the absence of the Lead Teacher, and share in the responsibility of carrying out tasks as requested by the Lead Teacher or Program Director. They share in the maintenance of an organized, clean, and well-equipped classroom and center. They take part in the planning, preparation, and teaching of curriculum with other members of the team, actively engaging children in developmentally appropriate activities, and provide support for parents.

Floaters and **substitutes** are responsible for attending to the needs of the children, being involved with the children's play and other learning activities, and performing other assigned duties.

THINGS TO BRING

Your child's comfort is very important to us. We ask that children dress in simple, washable clothing, free of complicated fastenings. When children are hard at work and play, they do get dirty. We view this as a part of healthy growth and development. Some of the most "fun" and best learning materials are sand, water, mud, paint, and play dough. These will available to your child regularly.

It is also important that children are prepared for whatever may happen in their day. For this reason, we ask that you bring in the following, to be kept at the Children's Center:

- ✓ A complete set of extra clothing, appropriate for the season and labeled with your child's name. This clothing should be replaced occasionally to ensure proper fit and weather suitability.
- ✓ Shoes that are safe for running, playing, and/or climbing. Shoes that are not safe include (but are not limited to) party shoes, sandals with open toes, or flip-flops. Open toe shoes are not permitted on the playground for the safety of your child.
- ✓ A toothbrush and toothpaste.
- ✓ A blanket and crib sheet for quiet time.

Winter requires a long list of extra clothing, including boots, hat, mittens, snow pants, and jacket. It is also helpful to have a pair of slippers in your child's cubby to wear. Hats and mittens often seem to get lost in the winter. Please **label** everything when bringing items for your child to wear. We do our best to keep items from getting lost or mislaid,

but should an item become missing, we will be able to locate it much quicker if it is labeled.

Toys: We strongly discourage children from bringing in toys from home except on show and tell days. The staff cannot be responsible for personal toys. Please talk to your child's teacher to get more information on show and tell.

Linens: The Center will wash the linens weekly if not brought home. The sheet and blanket should be crib-size, as cubby space is limited. Please be sure that pillows are also small. We teach children to take care of their personal belongings, and they may have difficulty carrying larger pillows and blankets.

**CCUV is not responsible for lost or damaged to personal items. Personal items left at the center will be held in "Lost and Found" for two weeks. There are lost and found boxes in each classroom if something is found. Notify your child's teacher if something is missing.

OUR NUTRITION PROGRAM

One of the many features of the Children's Center that parents have come to love is our food program. Providing good nutrition and teaching healthy eating habits are an important part of our daily routine. All meals follow United States Department of Agriculture guidelines, and are balanced nutritionally. The Center also participates in the Child and Adult Care Food Program (CACFP).

All meals are served "family style," and table manners are both taught and expected. Our goal is to use meal times to expand conversational skills as well as enjoying both the food and the experience of sharing a meal together. Menus are planned weekly and posted outside the classrooms.

Breakfast is served from 8:15 to 9:00 AM daily. Our culinary staff prepares foods ranging from cereal with fruit to muffins, to a stack of pancakes.

Lunch is from 11:15 AM to 12 noon, and can be spaghetti with meat sauce, grilled cheese sandwiches, or pot roast, to name a few examples.

The afternoon snack is served at 2:30 PM, just after the children wake from their quiet time. For the snack, children may be served fruit, crackers with cheese, yogurt, or other simple items.

Meal Policy: Children are asked to try each item that is served. The teacher serving may ask about the quantity of the serving ("A little?" "A taste?") When everyone is served, all may begin to eat. Children may serve themselves seconds, with the understanding that they must finish the amount that they take. As children finish the

meal, they are asked to scrape their plates into a receptacle. Plates, cups, and utensils are placed in appropriate containers, and the children are excused from the table.

Nut Free Center: The Children's Center is a **nut-free facility** – not just peanuts, but **all** nuts. We are aware of the tremendous risk both children and adults who are allergic to nuts face, even from the smallest amount of peanut butter or nut, in any form. We actively monitor the food products we use, and there is absolutely **no outside food** permitted at the Center. Please wash your child's face and hands before entering the Center, if he or she has consumed any product containing nuts.

PARENTAL INVOLVEMENT

The Children's Center depends on our parents and family members, and the community at large, to help make our programs successful and valuable in children's development. There are many different opportunities and ways for you to become involved throughout the year.

Our Board: The Children's Center of the Upper Valley is a non-profit corporation. By enrolling your child here, you become a member of the corporation. Our Board of Directors governs the Center, and oversees its operations, contributing their skills, experience, and ideas to ensure our continued success. The Board meets monthly. The Board members include both parent and community members, who are elected at our annual meeting, held on the third Monday in October, or when a vacancy on the Board occurs. Please let us know if you would be interesting in becoming a Board member.

VOLUNTEERS! We love to have volunteers at the Center. If you are able to offer your time, we welcome your help! Examples of ways you can volunteer are:

Being a chaperone on a field trip

Volunteering in a classroom – read stories, sing a song, play an instrument, help with an art activity (and much more).

Joining one of our committees such as Playground, Fundraising, and others.

Parent Communication at Drop Off and Pick up Times: All parents are required to check in and out with their child's teacher at the beginning and end of the day. This personal "passing of the guard" is essential for children to develop an acceptance of their primary caregiver while they are away from their parents or guardians. As a rule, brief good-byes are best. This is an important time for parents and teachers to talk, but we ask that all conversations be kept brief, as the teachers' attention needs to be on the children. If you need to have a longer discussion, please schedule a time with the classroom teacher. If your child is out on the playground at your pick-up time, please see your child's teacher before taking your child. When you drop off and pick up your child, we document the times on a clipboard. At the end of the week, you are asked to sign to verify that the times noted are accurate to the best of your knowledge.

Please call the Center if:

- o Drop-off/Pick-up differs from your normal routine should anyone different be picking up your child, you must either call us before the alternate person arrives, or give written permission stating who the person is. We will ask any new person that we are unfamiliar with to provide identification.
- o There is a change in your child's medications or medical condition,
- o Your child will be absent from the Center for any reason.

Feedback / Concerns: Our staff welcomes comments and suggestions to improve the quality of care for our children. When an area of concern arises, we ask that you bring it to the attention of the Lead Teacher in your child's classroom. The classroom teachers are most likely to be the ones who know what is happening or has happened, so it is best to contact them first, before asking for outside assistance or guidance. The Lead Teacher will hear any concerns or suggestions, and attempt to resolve or work through the area that needs to be addressed. If you do not reach a satisfactory conclusion, please contact the Program Director, or Executive Director.

Communicating with Teachers: Good, regular communication between the classroom and parents is of the utmost importance in meeting the needs of the children. By staying in close contact with parents or guardians, we will know best how to understand, communicate with, educate, and have fun with your child. Please keep your child's teachers informed of any changes that may affect your child's behavior. Please let the teachers also know if you see any needs that should be addressed in the classroom.

Direct communication with the teachers is ideal, but not always possible every day. Daily sheets will provide you with information on your child's activities during the day as well as eating and sleeping habits. We also use each classroom's bulletin board for special announcements and reminders.

Parent Conferences: The link between parents and teachers is the vital assurance of quality care. Teachers will arrange at least two formal conferences with parents or guardians during the year, to discuss their child's development. These are held in Fall and Spring. At the conference, the teacher will review your child's portfolio with you. This is a collection of your child's work and the teacher's assessments and observations. Additional meetings may be scheduled as the need arises, at the request of either the parent/guardian, or the teacher.

If, during the course of the school year, the staff becomes concerned about a child's development, the following procedure is followed:

1. The child's Lead Teacher will request family permission for a preliminary screening, to determine if a formal referral for services is necessary.

2. If the screening finds that a formal referral is appropriate, we will make the referral to the appropriate SAU (NH) or Supervisory Union (VT)

The staff will support and advocate for the child and family throughout the process of evaluation, development of an Individual Education Plan, and placement.

Moonlighting: We strongly discourage our staff from “moonlighting” – caring for a child attending CCUV outside of the Children’s Center. This practice can create unwanted conflicts for both the teacher and the child. We believe that by not providing after-hours care, our child care personnel will be better able to maintain appropriate, professional relationships with families, and avoid any appearance of favoritism toward specific children. For these reasons, please refrain from asking teachers to watch your children away from the Center. If you do hire a teacher to care for your child outside of the Center, be aware that the Children’s Center of the Upper Valley is not responsible for the actions of our employees in such a situation. You will be asked to sign a waiver stating that we are not responsible for the employee’s actions while not on the premises of the Children’s Center.

Special Tax Benefits: For more information regarding tax credits for child care expenses, please contact the Internal Revenue Service or your tax representative. An annual statement of your yearly total for child care is available starting in January. There will be a sign-up sheet near/on your child’s classroom door, requests will be in a first come first serve basis and can either be mailed, emailed or left in your child’s cubby. If you are requesting via e-mail please submit a written request to the office, including your name, your child’s name, and your current address.

State Licensing Statements

“The licensing authority for this program is the Bureau of Licensing and Certification, Child Care Licensing Unit. Child care programs are required to post a copy of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <http://childcareresearch.dhhs.nh.gov>, or by calling the Bureau at 603 271-4624 or at 1-800-852-3345, extension 4624.”

“During licensing, monitoring, and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program if in the judgment of the licensing specialist the children’s response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and training to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to

your child being interviewed you must give the family child care provider, center director, site director or designee, and update annually, a signed dated statement indicating your preference.”

COVID 19 AMENDMENT

Due to the Covid 19 pandemic, any person that comes into CCUV, shall be wearing a mask. The temperature of each child will be taken before entering the classroom. The parents are not permitted to enter the classrooms. Staff members will greet all parents and children in the hallway, at drop off/pick up times.

Anyone who meets any of the following criteria should be excluded from child care:

1. Any new or unexplained symptoms of COVID-19; this includes even mild symptoms, such as a runny nose (these individuals are asked to “self-isolate”).
2. Close contact with someone who is suspected or confirmed to have COVID-19 in the prior 14 days (these individuals are asked to “self-quarantine”).
3. Reports a travel-related risk factor as identified on the daily screening questions for travel (these individuals are also asked to “self-quarantine”)

If your child is demonstrating any of the following illnesses, they will be sent home:

Fever of 100.4 or higher
Runny nose
Cough
Nausea/diarrhea
Vomiting
Body aches
Shortness of breath

A doctor’s note, negative Covid test or 24 hours symptom free will be needed before your child can return to the Children’s Center.

Please note that our COVID-19 policy may change, as we follow the NH State Guidelines for child care centers. You will be notified of changes as they happen.

Parent/Guardian Agreement:

By signing below, I/we hereby acknowledge that I/we have read, and understand and agree to all of the policies set forth in the CCUV Family Handbook.

X _____

PARENT or GUARDIAN / DATE

X _____

PARENT or GUARDIAN / DATE