

# **Eleanor Whitmore Early Childhood Center**



**Building A Foundation  
for Learning**

## **PARENT'S HANDBOOK**

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East Hampton, New York 11937  
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# PARENT'S HANDBOOK

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## School Philosophy

- We believe that every child has an innate desire to learn, explore, and to create, and that this desire deserves to be nurtured and encouraged.
- We believe in the importance of investing in the early years of young learners.
- We believe that children are best served by caring, well-trained early education professionals.
- We believe in partnering with parents.
- We believe in a full-day, year-round learning environment.
- We embrace the cultural, ethnic, and economic diversity of our community.

## School Vision

Our Center acknowledges that children under the age of 5 are a precious resource, and that most of their crucial learning happens in these early years. The Eleanor Whitmore Early Childhood Center provides an environment wherein children from ages 18 months through five years will have maximum opportunities to develop independence, self-confidence, respect for self and others, and a positive attitude toward the pleasures of intellectual activity and learning. At the Center the staff is an extension of your child's family and home.

## School Mission

The Eleanor Whitmore Early Childhood Center, a critical resource of the Community, provides excellent early education and socialization in a safe, nurturing, learning environment for children between the ages of 18 months and 5 years.

## Governing Body

The Eleanor Whitmore Early Childhood Center is a private not for profit organization. It has a Board of Directors for oversight and fundraising. The Director is responsible for implementation of the program. The Center is a not for profit organization headed by a board of directors. The board has two Co Chairs, an Honorary President, a Vice President, a Secretary, and Treasurer. The meetings are held monthly on the second Monday of each month. The board typically has between 9 and 15 members. At present there are 10. The Director reports to the Co-Chairs on a weekly basis.

## General Procedures

Please direct your questions to the Lead Teachers and the Director.

## Ages of Children Served

The Eleanor Whitmore Early Childhood Center offers full time, part time, school year and/or summer childcare to children ages 18 months to Pre-Kindergarten in 6 classrooms. We have 1 toddler classroom, 2 Jr. Pre-K classrooms, and 3 Pre-K classrooms.

## Teacher to Child Ratios:

Age	Teacher: Child	Classroom Totals
2 year olds	1:5	16
3 year olds	1:7	18
4 year olds	1:9	18
5 year olds	1:9	18

## **Hours of Operation**

The Eleanor Whitmore Early Childhood Center serves families Monday through Friday 7:30 a.m. until 5:30 p.m. All children must be signed in and out of the center every day. No child will be admitted before 7:30 a.m. All children must be picked up on or before 5:30 p.m. A buzzer for entry is installed for the safety of all our children.

## **Drop Off & Pick Up Times**

Pre- K children:

Morning Session: drop off time: 8:30 AM and pick up is 2:30 pm.

Toddler and Junior Pre-K 3 Year Olds:

The Center requests that children arrive at the center by 9:00 AM. This is the beginning of our educational day and we would like to have as few disruptions as possible. We want the children to get the most out of their day, arriving by 9 AM insures that. Occasional lateness due to emergency situations, doctor appointments, etc... is acceptable. If such a situation should arise please notify us as soon as possible so that we may plan accordingly. Pick-up is by 5:30pm.

## **Calendar**

The Eleanor Whitmore Early Childhood Center will be closed in observance of the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Rosh Hashanah
- Columbus Day
- Veterans Day
- Thanksgiving Eve
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

We follow the East Hampton School District vacation schedule during the academic year.

We will also be celebrating every holiday and every child's birthday in the Center. If there is a holiday you observe that we are not aware of, please let us know. Feel free to bring in any material on the subject so we can share it with everyone. If you are opposed to your child celebrating any holiday, we ask that you not bring your child in that day. A monthly calendar will be sent home to keep parents informed of special events. If you are opposed to your child celebrating birthdays with us, we will remove your child from the classroom for the 10 – 15 minute celebration. Typically, birthdays are celebrated at snack time. Please communicate with your child's teacher when celebrating your child's birthday.

## **Enrollment**

When families contact the Center to make enrollment plans, a time will be arranged for parents to bring in the deposit and receive the enrollment packet to be completed prior to your child's first day. The Center maintains a waiting list by age and date of contact. We request:

- Two (2) weeks advance notice of withdrawal in WRITING
- There are no late fees or tuition due
- There are no cash refunds.

Pre K registration begins in April for the following fall. This is a free program for residents for EHUFSD and Wainscot School District.

After receiving your deposit, we will also set up a phase in process. Typically, this would be sometime in the week before your child's start date and is a good opportunity for your child to be introduced to the classroom and teachers. At this time, you would have a short Parent Orientation with Administration to go over the contract and make sure all paperwork is complete. We will also ask you to complete a survey after your ½ day trial to let us know how the enrollment process was for your family.

It is required by the State of New York Office of Children and Family Services that we request a yearly updated physical for your child. At the time of enrollment you have up to 30 days to return a health appraisal form, including an immunization record, which must be completed by a physician. The physical and immunization record must be completed fully, including results of a lead screening and TB screening by 12 months of age. Any incomplete vaccinations must be accompanied with a doctor's note and a letter from you with plans and time line of how you will update immunizations. You will be given a notice yearly to let you know when it is time to get your physical records updated. If your appointment is past the 12-month date from the previous physical record, we must have a written document of the next appointment. Failure to comply with this policy will result in a suspension or termination of care.

On your child's first day the office must have all enrollment and emergency forms completed. All children must have a completed file within 30 days of enrollment. Included in the file will be the application, Sick policy, Emergency contacts, Photo consent, Parent's Right to Know form, and a complete health appraisal and immunization record. Please take a few minutes to acquaint the staff with your child. This includes any allergies, and special needs as well as general goals that you may have for your child's development and learning.

## **Tuition/Payment Schedule/Additional Fees**

Tuition is due every Monday morning upon arrival at the center for morning drop-off. The only exception is if your child does not typically attend on Mondays or if your child is absent on Monday. In this case tuition is due the first day of the week that your child attends. Tuition rates may be increased annually; 30 days' notice will be given should there be any change in tuition.

The Center will accept cash, money orders and personal checks made out to Eleanor Whitmore Early Childhood Center. Should a check be returned for insufficient funds, there will be a twenty-five dollar (\$25.00) handling charge. Subsequently, the center will be unable to accept payment by personal check. The center will supply a receipt, when requested. You may also sign up for Tuition Express, a program that allows tuition to be charged directly to a Visa, MasterCard and American Express. Tuition Express will be charged on a weekly basis until a request to cancel is provided or withdrawal from the center. Declined payment through Tuition Express will result in a twenty-five dollar (\$25.00) handling charge.

Frequent late payments will result in termination of care.

We understand that family dynamics are not all the same. Please be aware that the parent(s) or guardian(s) who sign the Eleanor Whitmore Early Childhood Center contract are fully responsible for all tuition payments.

### **Changes in Enrollment Status**

Schedule changes: Eleanor Whitmore Early Childhood Center requires a Change in Enrollment form (available from the office) if you want to request a schedule change (part time to full time, full time to part time or change of days). This form needs to be returned to the office at least two weeks prior to the needed change. A confirmation notice will be sent home letting you know if we are able to accommodate your request, if not and why, and change of tuition information.

### **Termination**

Two weeks written notice is required when leaving the center. Upon exiting the program, we ask parents to complete an exit survey in order to better assist the center in serving families in the future. Should a parent ask, we would provide copies of recent evaluations and information pertinent to the child's development. Eleanor Whitmore Early Childhood Center reserves the right to terminate any child at any time with or without two week notice.

### **Inclement Weather**

A decision will be made no later than 6:00 am if the center will close or open late. Information will be posted on the EHUFSD.org website or you can check the following radio station WLNG or Channel 12 News. The Center will contact parents and guardians via text messaging when possible.

### **Drop Off/Pick Up**

For the safety of all, please be sure that you do not leave your car running when you drop off or pick up your child. Children should be accompanied by their parent, or guardian, from door to door. When dropping off your child please be sure that you bring your child all the way into the center and into their classroom and sign them in. Please sign out with the teaching staff before leaving the building. Once the teaching staff has been notified, the child becomes your responsibility. For the children's safety it is important that they stay with you and do not run in the hallway.

### **Parking**

There are pre- designated parking spaces in front of the Center for parents to park. Please be sure not to park in the handicap parking spaces unless you have the proper tags to do so. For safety, be sure to hold your child's hand as you walk to and from your car to the Center. NO standby is allowed in the fire zone.

### **Releasing Children**

Parents will designate in advance to whom their child should be released. If someone other than you will take the child home you must notify the office staff. The office in turn will inform your child's teacher. Only the authorized person will be permitted to take the child. Persons unknown to the staff will be required to show identification. Please remind your pick up person to bring photo identification, as a child will not be released without proper identification. If a person arrives to pick up a child and the

person is not on the authorized list or a parent has not notified us, the child will not be released to that person.

In the event of custody situations, please be sure that we have on file any court orders regarding authorization to pick up the intended child. In the event that a non-custodial parent attempts to pick up a child, custodial parent will be notified.

Should you or the person regularly responsible for picking up your child not be available by phone in the event of an emergency, please indicate on your registration form the phone numbers and/or names of persons to be contacted.

Children may not be released to persons displaying obvious signs of being under the influence of drugs or alcohol, or otherwise incapable of bringing the child home safely. Center staff will attempt to contact the other parent or adult to come pick up the child. If necessary, the proper authorities will be notified.

### **No Smoking Policy**

Eleanor Whitmore Early Childhood Center allows no smoking on the premises at any time. This includes the playground and parking lot areas. Our staff does not smoke on the premises and we expect all visitors to respect this policy.

### **Parent Participation**

Eleanor Whitmore Early Childhood Center has an open door policy. Parents are welcome to visit and/or call to check in on their child. We also would like to invite you to volunteer in your child's classroom as often as you are able or would like. We will provide times for parents to join and/or participate in the classroom for activities such as holiday parties, field trips, career day, etc. Parents are invited to conferences throughout the school year to keep involved. Please feel free to discuss times that you may be able or willing to join us with your child's teacher. We have several ways that parents and family members can provide us with feedback. The Center is entertaining the idea of having a suggestion box located in the front lobby. Once in place, please feel free to write your comments, questions, or concerns and they will be addressed by administration. Under review is the idea of having an anonymous survey on our web site for parents. We appreciate any feedback you are able to provide. In addition, plans are being discussed to have evening get-togethers for parents, children, teachers and board members during the school year.

### **Lost and Found**

There is a labeled box in the lobby for all lost/found items in the facility. They will be removed on a monthly basis.

### **Physical Environment Safety and Sanitation**

Staff is responsible for daily upkeep of their classrooms. Each classroom is cleaned and toys, walls, cubbies, and mats/cots are disinfected weekly. Infant toys are disinfected daily. We use bleach and water solution when disinfecting. The floors are vacuumed and mopped each night. Tables and chairs are cleaned frequently throughout the day. Each night all classrooms and bathrooms are cleaned.

Diapering and hand washing procedures are posted in each appropriate area and are followed as required by Public Health. Staff changing diapers are required to wear latex (or latex free substitute)

gloves on each hand while changing diapers. Each child is wiped clean and a fresh diaper is put on. Gloves and diapers are disposed of in an appropriate container. Children and staff wash hands after each diaper change.

Staff wears food gloves when serving and preparing food. Hands are washed before and after handling food for both staff and children.

General safety precautions are used on the playground. There is a fall zone of at least 6 inches of approved materials. Equipment is observed daily to ensure there are no broken pieces or unsafe areas.

The Eleanor Whitmore Early Childhood Center has an emergency procedure manual and will follow it in case of any emergency. Fire drills are performed each month as required by the Fire Marshal. We also practice other emergency drills, such as extreme weather and lockdown. When we have an emergency drill, we will alert you by memo on your child's cubby or through the Internet or text message on cell phones. If there is a fire within the Center, the staff has been trained to move the children outdoors immediately. All rooms have a posted evacuation plan. If we have to be evacuated for an extended period of time we are able to use St. Luke's Church. At that time, we will notify all parents for pickup.

## **Program**

### **Daily Schedule**

This is a tentative schedule and may vary slightly from class to class. All activities are age appropriate and vary from class to class.

Pre K 4           Arrival, meeting time, rhyme time, labs, story time, snack, and outside play.

Jr. Pre K        Arrival, breakfast, meeting time, snack, labs, outside play, rest and lunch

Toddler         Arrival, breakfast, meeting time, snack, labs, outside play, rest and lunch

\*Labs are planned "Learning Labs" devoted to specific themes through play.

## **Curriculum and Instruction**

The Eleanor Whitmore Early Childhood Center offers innovative programs that incorporate best practice in early childhood education to help guide young learners to acquire emotional, cognitive, and social skills that prepare them for success. EWECC implements the Scholastic Pre-K curriculum. The curriculum is aligned with the NYS Common Core Standards.

Big Day For Pre-K encompasses 8 learning domains:

- Social-Emotional Development
- Oral Language
- Literacy
- Mathematics
- Science
- Social Studies
- Art
- Physical Development

The integration of the learning domains is organized into 8 main themes throughout the school year.

The themes are:

- My School
- My Family
- Our Community
- Awesome Animals
- Imagine It, Make It
- Growing Up Healthy
- Nature All Around Us
- Moving On

Comprehensive scope and sequence of Big Day includes phonological awareness, alphabet knowledge, concept of print, comprehension, emergent writing, oral language speaking and listening, vocabulary, mathematics, science and health, physical development and fine arts. Scope and sequence is presented throughout the day as well as in Big Experiences: Story Time and Circle Time lessons. Each lesson occurs once or twice, totaling three large group lessons per day. Lessons are modified and individualized to make learning accessible to all children. Modifications exist for: English Language Learners, Children with Special Needs, 3-Years-Olds and children who benefit from Enrichment. Opportunities for modifications are presented through one-on-one Responsive Instruction (RI) and small group instruction.

The curriculum provides 100% equity in Spanish and English. The Scholastic comprehensive curriculum offers an extensive collection of classic and contemporary children's literature and nonfiction texts in a variety of formats, intensive language and early literacy development and technology that connects children, teachers, and families.

Formal assessment targets progress and growth toward competence in four domains that have been shown to be predictive of kindergarten readiness: Oral Language, Phonological Awareness, Alphabet Knowledge, and Mathematics. The formal assessment, called the Scholastic Early Childhood Inventory (SECI), is presented in an engaging, game-like environment to minimize anxiety. EWECC has designed an integration of the Scholastic assessments and the fore mentioned domains that mirror the assessment used at JMMES.

Special classes include a collaboration with the YMCA twice a year offering our children a swim program, weekly physical education classes, engaging theme related project based-lessons taught by CMEE and a 6 class nutrition program presented by The Wellness Center of The Hamptons

### **Outside Time**

To help promote healthy development and physical activity, Eleanor Whitmore Early Childhood Center plans daily outside activities at least twice a day for all children. Children can and are encouraged to go outside when the temperature is above 20 (F) with the wind chill. Outdoor time will be limited to 10 – 20 minutes when the temperature is 21 – 32 (F). To help develop a love for physical activity, please dress your child in shoes that are flexible and allow them to run and move freely (e.g. sneakers or no heel sandals).

During the heat of the summer months, if the forecast contains a 'warning,' 'watch' or 'heat advisory,' Administration will determine whether the children will be allowed to go outside. If Administration determines it is safe for the children to be outside, they will be allowed to be outside for 15-30 minutes

in the morning. However, they will not be allowed outside in the afternoon. Children will not be outside if it is thundering and/or lightening.

If a child has a doctor's note stating specific temperatures and weather conditions or any other reason for not being able to go outside, every effort will be made to keep that child inside.

### **Nap/Rest Time**

As required by the Office Children and Family Services, all children are required to rest during the day. Each child has a mat/cot that is assigned to them that they will use for rest time. After resting quietly, we will provide children with a quiet activity in order to allow friends who need more sleep to continue resting.

### **Field Trips and Guests**

The curriculum coordinator will plan field trips periodically through the school year based on themes or time of year. Suggestions from parents are welcome.

We do ask for parent chaperones to help maintain safe ratios on field trips. More information about chaperoning will be available before trips. Teachers are required to take a completed permission slip on the trip just in case of emergency. This form must be completed and given to your teacher before the trip. Pre K 4 children are transported from the Center via an East Hampton School District buses. On occasion we will invite storytellers, puppeteers, and other special guests to visit our center. We feel that this provides the children with a stimulating change of pace. The activities are scheduled at various times throughout the day as to allow parents to attend if their schedule allows.

### **Evaluations, Observations and Parent Conferences**

We strongly believe that family involvement plays a crucial role in your child's life, therefore, at the beginning of our Academic School year (September) the teachers will assess your child in order to create individualized goals for learning (baseline assessment). In January and May we will complete a developmental checklist to evaluate your child and offer parent teacher conferences.

Regular observations will help us evaluate your child to see where they stand in their developmental milestones for their age group. Observations also help create classroom and individual goals to be used in curriculum planning. The teachers will perform observations of your child's abilities throughout their time in class. The teachers will observe how your child is developing in the following domains: Language, Emotional/Social, Science, Creative Arts, Mathematics, Physical Development, Approaches to Learning and Social Studies. Teachers will document their observations and periodically put aside some of the work done in class to support the observations which will be discussed during parent conferences.

## **DVD/Video Use**

The children watch recorded tapes that correspond to various themes from time to time. Short movies are available on rainy days and before late dismissal on certain days. Any DVD or video that is shown to the children will require a follow up or extension activity to be incorporated into the curriculum. The television will not be used to fill time or as a babysitter.

## **Special Needs**

Eleanor Whitmore Early Childhood Center will embrace a developmentally appropriate inclusion approach wherein diversity, individualism, and the rights of all children who live in the community are valued. Children with special needs or that are differently abled are a natural extension of our program philosophy and mission. This also includes dual language learners. Before enrolling a child with special needs we will want to make sure we are trained and able to meet the child's needs and still maintain ratios in the classroom. Most of our teacher assistants are bilingual. (English-Spanish)

If your child has an IEP (Individual Education Plan), please share it with administration and teaching staff in order to assist you and your child in accomplishing the goals set forth in the IEP. If your child has an IEP, we will have you sign an additional document allowing for information to be shared between specialists/therapists and teachers here and so teachers can include that information on their lesson plans. Teachers will only include IEP information on their lesson plans if we have the correct documentation.

For English language learners, teachers, bilingual teacher assistants and the administration will work together with parents to help the child communicate in the classroom.

## **What to Bring**

On your child's first day at Eleanor Whitmore Early Childhood Center, please bring with you:

- At least one full change of seasonal clothing
- Diapers and wipes for children who are not potty trained under garments
- Any other items your child might need
- Smock for painting or messy activities

We ask that toys be left at home unless it is a scheduled "Show & Tell Day" or there has been a special request made by your child's teacher.

## **Illness**

Eleanor Whitmore Early Childhood Center shall not permit a child who has any of the symptoms of illness specified on the sick form to be admitted to, or remain at the Center until the child has been SYMPTOM FREE FOR 24 HOURS WITHOUT THE AID OF MEDICATION, or unless written documentation from a health care provider states the child has been diagnosed and poses no serious health risk to the child or to other children. This includes reportable communicable diseases as specified by the Division of Public Health. It will be at the discretion of the staff as to whether a child should be in attendance. Low-grade fevers, diarrhea, vomiting, lice, scabies, or any contagious virus will not be accepted. If your child becomes ill during the day, we will try to separate him/her from the other children until someone arrives to pick your child up. We ask that you arrive as quickly as possible. We feel that a No Sick Policy is in the best interest of all children and staff, including the child that is ill. As part of the application packet you will be asked to review and sign a copy of our No Sick Policy.

Tuition will not be discounted for sick days when your child is not in attendance. If your child is not in school on a Monday due to illness, tuition is due the day the child returns. No late fees will be charged in this situation.

Whenever a communicable disease outbreak occurs, a note will be posted in the applicable classrooms and a written notice will be sent home electronically.

### **Toilet Training**

Toilet training usually starts around 18 months of age. Children are encouraged each time their diaper is changed to sit on and use the potty. The staff uses a positive reinforcement system. Food or candy will never be used as a reward. Children who express an interest in going to the toilet independently will be encouraged to do so with proper supervision.

### **Classroom to Classroom Transition**

We typically have transitions once a year, at the end of August, where the children will 'graduate' to the next classroom. There may be occasions where we have a small transition in December/January. There may be other times throughout the year when a child may need to be transitioned for individual needs. We try to minimize these transitions and only do so when it is in the best interest of the child and/or classroom.

### **Medication Administration**

Only parents may administer medication on site. A separate release needs to be signed for the use of diaper creams and sunscreen. This release is included in your application packet. The lotions will be applied when necessary provided the parent brings the diaper cream or sunscreen to the center in its original container and clearly labeled.

### **Positive Behavior Management**

Eleanor Whitmore Early Childhood Center ensures that all staff use positive age-appropriate methods of discipline and guidance. These methods will encourage self-control, self-direction, self-esteem, and cooperation. Praise, rewards, and encouragement rather than punishment shall be emphasized. We encourage consistency in the discipline techniques between home and school. If these methods are unsuccessful, a time-out or removal to the office will be used as a last resort. If staff is unable to bring the child under control, the parent/guardian will be called and asked to pick up the child. After the third occurrence of uncontrolled behavior, the parent may be asked to keep the child at home for 24 hours. Every effort will be made to work with the parent and the child's teacher to create a behavior modification plan. The Eleanor Whitmore Early Childhood Center reserves the right to terminate care of a child who is not able to conform to appropriate behaviors or does not have full parent cooperation.

### **Emergencies and Injuries**

Each parent is asked to sign the application forms authorizing permission for initiation of medical emergency procedures and transportation if necessary. An emergency telephone number must be on file at the Center with names of persons to whom your child can be released. We will ask that emergency forms be updated annually. Please be sure to notify the office if any contact information should change. If someone other than the regular person(s) will pick up your child, please notify Eleanor Whitmore Early Childhood Center either by telephone or by writing a note. In the event of a serious

medical emergency, we will immediately call 911, and then we will call you. If the child does not have a pulse or respiration CPR will be administered until paramedics arrive. Please provide the office with information needed in such an event.

## **Injuries**

Minor cuts or bruises are evaluated by the staff and appropriate treatment such as ice, washed with soap and water or Band-Aids are administered. You will be notified of these types of injuries at pick-up time by an accident report explained by your child's teacher. Administration will evaluate serious injuries. You will be immediately notified only if the injury is of a more serious nature. Parents will be contacted by phone should their child receive an injury located from the shoulders up or if the child is bitten.

## **Food Service**

Eleanor Whitmore Early Childhood Center provides a breakfast for Toddlers and Pre K 3 Children (approximately 8:30 am until 9:00 am) and lunch (approximately 11:30 am until 12:00 pm). Morning and afternoon snacks are provided for all children. Menus are posted by the kitchen and on the parent board in your child's class. Menus will also be also posted on our website. All meals served are in accordance to the current USDA/Child and Adult Care Food Program (CACFP) meal pattern requirements, which are adjusted accordingly by the age of the child. If for any reason a child may not have certain foods due to medical or religious reasons, please notify your child's teacher and provide a note from your child's physician's office stating the medical reason(s) along with substitutions we can provide in place of the restricted food or notarized document stating religious preference. Parents are encouraged to bring supplemental food for their child if they have severe or multiple food allergies. For families that provide supplemental food items, please feel free to speak to your child's teacher.

**WE ARE A PEANUT FREE CENTER.** Please look at labels of foods and snacks that you are bringing in to be sure the items do not contain peanuts/nuts or manufactured on equipment that may have had peanuts/nuts. We do have several children with this serious allergy.

### **We ask that no candy be sent in.**

To support children's healthy eating habits, hunger and fullness cues will be observed and supported. Commercially packaged lunches and/or baked, pre-fried or high fat meats such as chicken nuggets and hot dogs are discouraged and will not be prepared by our chef. High sugar or fat snacks will not be served to the children in our care. High fat meats such as sausage, bacon and bologna as well as fried meats such as chicken nuggets and fish sticks will only be offered infrequently.

We will offer breads and cereals that are whole grain whenever possible.

Water will be clearly visible and available to children at all times, inside and outside.

We support your child's healthy food choices by gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.

During parties/holiday celebrations we try to serve a mixture of foods. There will be sign-ups on the doors prior to the parties. There will be a combination of sweets and nutritional goodies available to the children.

## **Staff Qualifications**

Eleanor Whitmore Early Childhood Center provides an ongoing program of age appropriate activities, which meet the emotional, social, physical, and intellectual needs of the children in our care. In order to ensure this, the administration will carefully select staff that is the most qualified

## **Mandatory Reporting Laws**

Staff at the Center is required to report any suspected cases of abuse or neglect. We will document any suspicions and contact the Child Abuse Hotline if we feel that the child is in danger. As per 906 of this chapter, staff participating in good faith is immune from any liability that might exist resulting from such report. Our staff has been trained in the detection of indicators of physical, sexual and or emotional abuse. To aid in the protection of your children, all staff has had a criminal background check.

## **Continuing Education Standards**

All staff at the Center must meet the continuing education requirements set by the State of New York in the areas of early childhood development and education. Parents are welcome to attend as well! Private funding and foundations provide relevant topics and support for staff development.

## **Contact Us**

The Eleanor Whitmore Early Childhood Center has a variety of ways for parents to contact us, by phone or email information provided below. You could also contact us through our website. Our website has a lot of information for you, including upcoming events.

Should you have any questions, comments, concerns, or suggestions, do not hesitate to contact us.

Eleanor Whitmore Early Childhood Center

2 Gingerbread Lane Extension

East Hampton, New York 11937

Phone: (631) 324-5560

Email: [info@ewecc.org](mailto:info@ewecc.org)

Website: [EWECC.org](http://EWECC.org)

Facebook: Eleanor Whitmore Early Childhood Center

Open communication is the key and we ask that you provide us with your e-mail address and cell phone, work and land line numbers on the application form during enrollment. We will check for incoming e-mails every couple of hours throughout the day. We will respond as soon as we can. If you have a message for a teacher we will pass it along and they will respond as soon as they can.

If you would like to be on our email and/or text message chain and receive announcements, school closings, etc. electronically make sure to fill out the appropriate form at enrollment. Please make sure to update Administration if your email address or phone number changes.

Thank you for choosing to enroll your child at Eleanor Whitmore Early Childhood Center. We look forward to your child being with us. We hope that you and your family find it an educational and happy experience. Feel free to contact us at any time if you have any questions or concerns.

Maureen Wikane  
Director/Administrator  
(631) 324-5560