

## OUR PROGRAMS

### *Classroom Descriptions and Hours of Operation*

The CSDC offers four early childhood programs in eight classroom groupings for up to 122 children.

#### **Full-Day Programs:**

**Infant-Toddler Program:** consisting of an infant classroom (9 infants-ages 6 wks to 17 months with 3 full-time teachers) and a toddler classroom (12 toddlers ages 18 months to 33 months with 3 full-time teachers).

**Preschool Program:** consisting of the Preschool 1 classroom for 3-4 year olds (15 children ages 34-47 months with 3 full-time teachers) and the Preschool 2 classroom for 4-5 year-olds (16 children ages 48 – 59 months with 2 full-time teachers and interns).

**Kindergarten:** 20 children with 2 full-time teachers & interns.

#### **Nursery Programs (part-time):**

**Nursery 1** classroom for 2-3 year-olds (12 children with 2 full-time staff and 2 interns) meeting Tuesday and Thursday from 9am-12noon.

**Nursery 2** classroom for 3-4 year-olds (18 children with 2 full-time teachers and 3 student interns) meeting Monday, Wednesday and Friday from 9am-12noon, and

**Nursery 3** classroom for 4-5 year-olds (20 children with 2 full-time teachers and 3 student interns) meeting Monday through Thursday from 1pm-4pm.

The Infant-Toddler and Preschool programs are full-day/full-year operating from 7:30am-5:30pm, and are open to children of full-time students and graduate students, benefits-eligible staff and faculty at UNH. The Kindergarten is also a full-day program from late August through June with the same hours with open community admissions. The Nursery Programs are part-day (3 hours) with open admissions for children ranging from two to four years of age that are recruited from the community at large.

**Kindergarten Summer Camp:** This program operates for four weeks following the conclusion of the regular program for 10 to 14 children from 8:30 AM-4:30 PM.

**Extended Nursery Summer Program:** This program is comprised of up to 18 Program II and Program III children. It typically runs Monday-Thursday 9:00 – 1:00pm for 4 to 5 weeks depending on the UNH calendar

### *Orientation and Transition*

All children and families are oriented and transitioned into full-time and nursery classrooms in late August and early September of each program year or as admitted. CSDC teachers begin the school year with a home visit to facilitate introductions and to review school policies and procedures. The infant and nursery classrooms practice a gradual transition process over the first week during the child's first entry into CSDC. Please see your classroom handbook for specific transition policies. They then collaborate with adult family members during the phasing in process to help the child make a smooth transition to the new school year, while meeting the individual needs of each child and family.

### ***Transition to next classroom***

The majority of transitions to new classrooms occur at the end of August (full-day) or early September (nursery). If a space is to become available at a different point during the school year in our younger classrooms, teachers and administrators work together to decide if there is a child within the Center ready to move before looking at the waiting list, and then consult with parents before a final decision is reached.

Since our school has four full-time classrooms leading up to the full-day Kindergarten and children must be five by September 30<sup>th</sup> of the year entering Kindergarten, depending on when a child begins at CSDC, most full-time children typically spend two years in one classroom (Infants, Toddlers or Preschool I).

Decisions about whether children are ready to move are based on developmental abilities and chronological age. We strive to move children with a cohort of peers, at least one friend or more. We believe this familiarity of a peer allows children more comfort when entering a new physical environment as well as the many benefits of strong social relations.

Due to state regulations about the minimum age to begin Public School, we do not advance children into our Preschool 2, Kindergarten, or any of the nursery classrooms if they will not be able to make the State cut off age to enter their first public school experience.

### ***Children returning to the same program for a second year***

If the Lead Teacher, in consultation with the parents/guardians and classroom staff, believes that a child at CSDC may benefit developmentally from returning to the same program for a second year the following procedure is followed. This procedure does not apply to children who spend a second year in the same program due to chronological age or availability of placements (usually Infants through Preschool 1 classrooms):

- Lead Teacher writes a recommendation to the Executive Director by March 1<sup>st</sup> in which s/he documents specific rationale and supporting information for a child to return for a second year in the same program.
- The Executive Director considers the recommendation and makes a decision to approve/not approve within 2 weeks.
- A child can only be offered a place in the same program if there is space available after current CSDC children transitioning to the next age-group have been accommodated. Placements held for children with special needs or families on leave/sabbatical may be considered in reaching this decision. There is no guarantee of a placement even when the Executive Director approves the teacher's recommendation of a "need."

### ***Calendar***

The CSDC calendars for each of our programs are distributed in at the beginning of the academic year. The Nursery programs follow the UNH academic schedule in terms of holidays and other scheduled closures. A calendar of CSDC events can also be viewed at [www.csdc.unh.edu](http://www.csdc.unh.edu)

## *Closures*

The CSDC closes for 2 weeks over the winter (Dec.-Jan.) and 1 week in July to enable intensive cleaning and other facility improvements. There are also bi-annual staff retreats (noted below)

Otherwise, we expect to remain open whenever the University is in full operation. Thus, we follow the University, rather than public school, schedule for closing. Please listen to your radio, watch your TV or call the UNH Storm Watch number at 862-0000 to receive updated information concerning inclement weather rather than calling CSDC if at all possible.

In the event of a decision to curtail operations or to cancel classes at the University, we will close and expect parents to pick up their children quickly, but no later than 30 minutes after curtailed operations begin. If a decision to close is made prior to 7:30 AM, we will not open that day.

If there is a delayed opening at the University, we will open 30 minutes before the delayed schedule is to begin.

## *Center Retreats and Planning days*

The CSDC closes for 2 full days in August and again in March so that teachers can participate as a team in professional retreats. In addition, CSDC may schedule early closures to enable staff to meet regarding classroom transitions, assessment tasks and curriculum documentation.

## *Arrival and Departure*

For your child's safety, we require that you, or an authorized adult, accompany your child into the center at arrival and departure time. Please be sure that a staff member is aware of your child's arrival and departure. More detailed policies are included under the "Safety" policies in this booklet.

## *Late Pick-up/Departure Policy*

The CSDC closes at 5:30 p.m. We ask that all families arrive at the Center no later than 5:20p.m. to pick up their child(ren) to ensure that everyone will exit the building no later than 5:30p.m.. We encourage families who anticipate needing more time to gather necessary items to take home, talk to teachers or look at items in the classroom, to plan an earlier arrival at the end of the day so they are able to leave the building by 5:30pm. The clock at the front entrance should be followed to determine the correct time.

The administration and staff recognize that everyone has an occasional emergency (i.e. accident, delay due to serious inclement weather, car problems or illness). Families are requested to develop a contingency plan to address the pick-up of their children should such an emergency arise. Parents should call to alert the staff to such emergencies as soon as possible. In recognition of the professional role of CSDC teachers, the following procedure was developed to address continuing problems with late pick-up:

- 1<sup>st</sup> If a parent is late without a documented emergency, the closing teacher will remind the parent of the CSDC policy on late pick-up/ departures by giving the parent this policy in writing. Classroom teachers are required to document all late occurrences.
- 2<sup>nd</sup> If a parent is late a second time within the same school year without a documented emergency, the parent will receive a warning letter from a CSDC administrator. An administrator and a teacher will meet with the parent to help identify ways to resolve the issue of lateness.

- 3<sup>rd</sup> If a parent is late a third time within the same school year, on the recommendation of the Executive Director and Center Manager, the family will be asked to find alternative childcare for a period of 5 days.
- 4<sup>th</sup> If a parent is late a fourth time within the same school year, the family will receive notification that CSDC will not be able to continue to provide services to their family. A meeting with an administrator will be offered to help the family identify other programs better able to meet the needs of their schedule.