



EARLY BRIDGES

PROGRAM HANDBOOK

2019-2020



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Dear Parents and Guardians:

We would like to welcome you to Early Bridges. Early Bridges is a highly qualified pre-kindergarten program that is a collaborative effort between Boquet Valley Central School and ACAP, Inc. We have combined BVCSD and Head Start staff to provide a unique program that focuses on the whole child and his/her families. Early Bridges is available free of charge to district and/or Head Start eligible three and four-year-old children who have registered at Boquet Valley Central School District.

This handbook is designed to provide you with information about our program and the important role you play in the success of our program. Early Bridges believes you are the most important educator for your child(ren), and you have the primary responsibility for your child's development. As we work together, we will provide the support your child(ren) needs to succeed in school and in life. It is our hope that you take advantage of everything the program has to offer to help your family and child.

Please know that our door is always open and we welcome your thoughts, ideas, and suggestions for improvement. We look forward to hearing from you and getting to know you and your family.

Best Regards,
The Early Bridges Staff

Let's Meet Our Early Bridges Staff

Classroom teachers: Miss Jeanette Linney and Miss Jasmine Keese

Teacher Aide: Miss Jen O'Neill and Miss Sara Anderson

Classroom Aide: Miss Emily Oulette-Hargette

Bus Driver/Classroom Aide: Miss Janet McCray

Family Worker: Miss Jolene Sayward

Food Service Worker: Miss Denise Clothier

Program Nurse: Miss Lindsay Marcotte-Hamel



Early Bridges Contact Information for 2018-2019

Josh Meyer, Boquet Valley CSD Superintendent	jmeyer@boquetvalleycds.org	518-962-8244 ext. 120
Morgan Conley, Head Start Director	mconley@acapinc.org	518-873-3207 ext. 224
Nelly Collazo Director of Student Support Services	ncollazo@boquetvalleycds.org	518-873-6371 ext. 519
Sheila Bridge, ERSEA Coordinator	sbridge@acapinc.org	518-873-3207 ext. 232
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Rebecca Moran, Education Coordinator	rmoran@acapinc.org	518-873-3207 ext. 255
Victoria Jablonski, Health/Nutrition Coord.	vjablonski@acapinc.org	518-873-3207 ext. 230
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Dianne Harvish, Transportation Coord.	dharvish@acapinc.org	518-873-3207 ext. 233
Jeannette Linney, Teacher	jlinney@boquetvalleycds.org	518-873-6371 ext. 105
Jasmine Keese, Teacher	jkeese@acapinc.org	518-873-6371 ext. 106
Jolene Sayward, Family Worker	jsayward@acapinc.org	518-225-5162
Jennifer O'Neill, Teacher Aide	joneill@acapinc.org	518-873-6371 ext. 105
Sara Anderson, Classroom Aide	sanderson@acapinc.org	518-873-6371 ext. 106
Emily OuLette-Hargette	ehargett@acapinc.org	518-873-6371 ext. 105



Classroom Aide		
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Early Bridges Communication Chart

We made this document to help you contact the appropriate staff members with your questions and/or concerns. We would like to increase effective communication among all people involved in our children’s experiences at the Early Bridges Program.

<i>Areas of Concern/Question</i>	<i>1st step</i>	<i>2nd step</i>	<i>3rd step</i>	<i>4th step</i>
Academics Curriculum/instructional materials Difficulties Classroom procedures	Teacher	Head Start Education Coordinator	Director of Student Support Services	Superintendent
Attendance	Family Worker	Head Start ERSEA Coordinator	Director of Student Support Services	Head Start Director
Medical issues	Teacher	Head Start Nurse	Head Start Health/ Nutrition Coordinator	Head Start Director
Nutrition	Teacher	School Lunch Manager	Head Start Health/ Nutrition Coordinator	Head Start Director/ Director of Student Support Services
Policies/practices	Teacher	Director of Student Support Services	Head Start Director	Superintendent
Staff	Involved staff	Director of Student Support Services	Head Start Director	Superintendent
Transportation	Bus driver	Head Start Transportation Coordinator	Director of Student Support Services	Head Start Director







Boquet Valley Central School District

7530 Court Street

PO Box 158

Elizabethtown, NY 12932

(518) 873-6371

WEB: www.boquetvalleycsd.org

Josh Meyer, Superintendent

BVCSD Mission Statement

BVCSD, in partnership with our ADK community, will provide excellence in education that enables all students to achieve their full potential in an ever-changing world.

P.R.I.D.E.: Personal Responsibility in Delivering Excellence

Every Learner Can Succeed



Adirondack Community Action Programs, Inc. (ACAP, INC)

7572 Court Street, Suite 2 PO Box 848

Elizabethtown, NY 12932 518-873-3207

WEB: www.acapinc.org

Alan Jones, Executive Director

ACAP Mission

ACAP, Inc. connects people, values and resources to promote personal, economic and community growth.

ACAP Values

Accountability - to our customers, partners and supporters

Integrity - as individuals, as a business and as members of the community

Citizenship - and shared responsibility for community change

Respect - for each individual's capacity to learn and grow.



Parent Committee

All parents/guardians of enrolled Early Bridges children are members of the “Parent Committee”. Parents meet in the Early Bridges classroom monthly during Family Fun Times. Some of the items that will be discussed and/or planned at these meetings are classroom activities, field trips, Policy Council updates, community involvement, transition activities, etc. These meetings are a great opportunity for you to become involved and support the “School Readiness” and “Family Engagement” initiatives.

Policy Council

Each Parent Committee is also responsible for electing representatives to the Head Start Policy Council- 1 regular representative and 1 alternate representatives. (These representatives need to have a child also enrolled with Head Start.) Community representatives are also elected from Early Bridges and various resources in the county. The Council meets once a month, and its purpose is to share in the decision-making process for the Early Head Start and Head Start programs. Members of the Council are eligible for mileage and child care reimbursement while carrying out their duties as a Council member. Please speak to your Family Worker if this is something you might be interested in. It’s a great opportunity to partner with ACAP, Inc.

Communication/Folder

The staff at Early Bridges will often send notes/information home with your child, so please be sure to check your child’s backpack/communication folder every day. The staff will check daily to see if you have sent a note in with your child. If your child is dropped off with a child care provider, please check with him/her to see if any information has been given to him/her to pass on to you. Please refer to the Communication Chart when you may have valid and important concerns/complaints regarding our program. This procedure enables individuals to express these concerns to the appropriate person who should be able to more efficiently and timely address the issue.

Curriculum

Early Bridges uses Creative Curriculum as our main curriculum. It is based on early childhood’s best practices. Lesson plans are done weekly, posted in the classroom, and are available for you to review. We encourage families to be involved in the planning process. If you have ideas to share, please contact Miss Jeannette or Miss Jasmine.

Assessments/Family Conferences

All Early Bridges children are assessed with the DIAL upon entering the program, and also the following May. This tool helps determine if children are developing age appropriately. Additionally, each child’s progress in social, emotional and academic skills/school readiness is benchmarked three times a year. Staff keep track of individual successes through observations and anecdotal notes. Then this information is used during Family/Teacher Conferences that are held in the fall and spring.



Conferences are an important time for families to discuss their child's progress with the Early Bridges teachers. If you would like to discuss your child's progress you may, at any time, make an appointment with the Early Bridges teachers.

Parents/Guardians Volunteering in Early Bridges

Early Bridges is for the families, as well as the child. By volunteering, you are not only a great help to the staff, but you have the opportunity to learn more about your child, and to work with the other children we have in the classrooms.. We have two types of volunteers: spontaneous and regular. All volunteers need to follow the BVCS D Policy 4532 as well as the Head Start requirements. Please ask the staff for more information if you are interested.

While you are in the classroom volunteering, please assist, encourage and participate with the children in the following areas:

Art Activities	Singing	Outdoor Play
Reading	Circle Time	Table Games
Block Area	Science Table	Sensory Table
Dramatic Play	Large motor activities	Writing Center
Mealtimes	Clean Up	Dressing for outside

Below you will find some things to keep in mind while volunteering.

- Be patient. Let children try to do things for themselves. Give them time to finish a task
- Help children feel good about what they can do. Direct them toward activities they can be successful with. Praise them for their efforts
- Be a good language model. Always speak slowly and clearly to all children
- Encourage all children to use words rather than gestures
- Encourage children to develop self-help skills, such as eating, dressing and washing
- Don't discuss a child/family in the presence of others. Remember our Confidentiality Policy.
- Remember that every child/family is an individual and brings their own experiences and personalities. We ask you to be kind, accepting, tolerant and confidential
- Please remember, while you are in the Early Bridges classrooms, if you have any questions regarding "how we do things", please ask.....We will be glad to explain

Meals and Snack Procedures

Our food is provided by Boquet Valley Central School District. Early Bridges strives to promote child wellness by providing nutritional services that complement home and community practices. The menus reflect the philosophy of healthy living that supports our goal to establish healthy eating habits. These habits make for healthy brain development and physical wellness, promoting lifelong well-being. Therefore, our meals and snacks are low in fat, sugar and salt. Also we do not allow any outside food to be brought in. Children are encouraged to try new foods, and even the pickiest eaters will find something they enjoy eating. If your child has special nutritional needs and with proper



documentation from your child's doctor, we can happily accommodate all food allergies and sensitivities. If you have questions about how this may work please contact the teacher.

Breakfast and lunch will be served daily in the cafeteria. Meal times will be family-style, allowing time for conversation and engagement with each other. Staff members eat with the children since meal times are an extension of the classroom.

The meal service of breakfast and lunch is divided into three phases.

- Phase I: Pre-plated meals are meant to help young children transition into the preschool setting. The children are served meals which have been pre-plated in the kitchen. They will pass milk to each other and pour their own from the very start of the school year.
- Phase II: Family style meals are brought to the table with each component in a serving dish. Children practice asking, passing and serving themselves. Family style meals are meant to facilitate mealtime manners, and overall dining skills, including portion control.
- Phase III: Tray service meals provide an opportunity for children to become familiar with handling a cafeteria style tray, especially important for those children entering Kindergarten in the upcoming fall. Children pass through a service line to have their tray filled and then carry their tray to the table.

A daily snack is served in the classroom during Choice Time. Each child has the option of choosing if/when they would like to eat their quick snack at the supervised small snack table. Children will wash their hands, grab a snack from the snack tray, sit down at the supervised table and then eat the snack. Each child is responsible to clean up his/her own space before heading to another center. Parents are always welcome to join mealtime at Early Bridges. Sometime during the school year, each family will have a "Special Week".

Special Week

Each child will be randomly assigned a celebratory "Special Week" during the school year. This week is to celebrate the child and his/her family. Everyone's week has the same components. A poster board will be provided for each child and family to decorate with photographs, drawings, etc. During that week, a day and time can be chosen to come in and present the poster board to the class. Also, during that week, the child is given the "job" of line leader and gets a special place setting during mealtime. We encourage parents to attend the special meal chosen by their child.

Program Hours

Early Bridges Program is open from 8AM-3:00 PM. Children may be brought to the classroom beginning at 7:45 when BVCSD opens for the day. If your child will not be attending for the day, please call Jolene Sayward at 518-225-5162 before 8:15 a.m., which is the official attendance time for Early Bridges. **Early Bridges Program closes at 3:00.**



Transportation

	Mountain View Campus	Lake View Campus
PreK 3	<p>Elizabethtown-Lewis residents will be transported by parents to and from the Mountain View Campus.</p>	<p><u>Morning:</u> Students that reside in Westport will be transported by parents to the Lake View Campus. From the Lake View Campus, students will ride the ACAP shuttle to the Mountain View Campus. The ACAP shuttle will be staffed by an aide for supervision. Upon arrival to the Mountain View Campus the aide will walk the students to their classrooms.</p> <p><u>Afternoon:</u> Students riding the ACAP shuttle bus will be dismissed at approximately 2:45pm and board the shuttle back to the Lake View Campus. At approximately 3:00 pm student will arrive at The Lake View Campus. Students will only be released to their parents or their designated emergency contacts.</p> <p>The children will be buckled in a child safety restraint on the shuttle bus.</p>
PreK 4	<p>Elizabethtown-Lewis residents will ride the Boquet Valley School bus to the Mountain View Campus. Students will be met outside by their classroom teachers.</p>	<p>Students that reside in Westport will ride the Boquet Valley School bus to the Lake View Campus. The ACAP aide will retrieve the student from their bus and walked to the ACAP shuttle. From the Lake View Campus students will ride the ACAP shuttle to the Mountain View Campus. The ACAP shuttle will be staffed by an aide for supervision. Upon arrival to the Mountain View Campus the aide will walk the students to their classrooms.</p> <p><u>Afternoon:</u> Students riding the ACAP shuttle bus will be dismissed at approximately 2:45pm and board the shuttle back to the Lake View Campus. At approximately 3:00 pm student will arrive at The Lake View Campus. The ACAP shuttle will be staffed by an aide for supervision. Upon arrival to the Lake View Campus the aide will walk the students to their bus based on their regular route then dropped off at their predetermined location.</p>



Bus Runs

We are asking that if you are able to do self-transport that would help so that your child can experience more time in the classroom with the other children. Bus runs need to be consistent. In order to keep them consistent your child should be picked up and dropped off at the same address every day. If there is a need for your child to be picked up or dropped off at a different address, this must be consistent as well.

You and your child should be ready 10 minutes prior to scheduled pick up and 10 minutes after the scheduled drop off time. The bus needs to remain on schedule and the bus will not be able to return if missed.

Please remain 15 feet back from the road to wait for the bus.

When the children are dropped off, they will only be released to their parents or their designated emergency contacts. If someone other than the parents or emergency contact is to receive the child, parents must notify Early Bridges and The Office of Student Support Services in writing advising who will be receiving the child and they must show identification.

If no one is home to receive the child, the child will be kept on the bus and the classroom will be notified. The Early Bridges staff will try to contact the parent to find out when they will be able to pick up their child. If the parent cannot be contacted, the staff will try to contact the emergency contacts to pick up the child. **If no one is able to be contacted to pick up the child and it is time for the staff to leave for the day, the office and local police will be notified.**

In the event of an emergency, when a parent or emergency contact is not able to receive the child, authorization must be obtained from parent/guardian for someone other to receive the child. A picture ID must be presented if the person is not known and either the bus attendance form or pick up/drop off form must be signed. Written documentation is required from the parent/guardian.

Attendance

If your child will be absent for the day, please call Jolene Sayward, Family Worker at 518-225-5162. If your child is not at school and the program has not been notified, someone from Early Bridges will call within the first hour of the day to see why your child is not in attendance. If there has been no communication from the family for three consecutive days, a staff member will seek a face to face contact with the family. Regular attendance/participation is important in our program. ***If your child does not attend/participate on a regular basis, your child's enrollment slot may be in jeopardy. Regulations (Performance Standards) state that if a child does not attend regularly, we must consider that slot as vacant and enroll another child from our waiting lists.*** If there are circumstances that prevent regular attendance, please contact us.



Confidentiality Policy

Any and all activities and conversations that take place between parents and staff, parents and parents, and parents and children, are considered confidential information. Also, all information contained in a family file at Early Bridges is strictly confidential. Information within the files may be shared with schools, agencies, or professionals, only with the signed, informed consent of the parents, unless the information is legally subpoenaed.

Releasing a Child to an Adult with a Possible Impairment

To ensure the safety of all Early Bridges enrolled children and families, staff will use their best judgment to determine whether the person responsible for the supervision of a child is impaired in any way.

In the event staff determines the child may not be safely supervised or the adult in question may not be in a condition to drive safely, staff will:

1. Discuss with the adult in question regarding their concern and the need for safe supervision and transportation of the child.
2. The staff will suggest calling a designated emergency contact that may be able to provide safe transportation/supervision for the adult and the child.
3. If the adult refuses the above options and insists on leaving with the child, the staff will inform the adult that the police will be called.

Behavior Expectations

- Early Bridges helps children develop self-control and learn acceptable forms of social behavior. The greatest degree of success occurs when we partner with parents. We can do this by:
 - ❖ Maintaining frequent and open communication
 - ❖ Sharing strategies and resources for consistent implementation
 - ❖ Developing solutions-TOGETHER!
- Early Bridges program's expectation is that all children will be safe, and will possess knowledge of basic safety rules and expectations. Children's temperaments and individual personalities will be considered.
- Our staff has been trained in conflict resolution and promotes the 1-2-3 Magic program. This simple, yet firm approach is easy to learn and it works! While visiting our classrooms, you may hear staff using this behavior management technique. You may also hear reference to this program during Family Fun Times and/or on an individual basis. Parents/Guardians are encouraged to learn what 1-2-3 Magic is and how we can work together to promote positive behavior and decrease undesirable behavior in children.
- We also follow the Pyramid Model that promotes positive behaviors.
- Our Head Start Counselor is also available to meet with parents individually and confidentially for any problems you may be experiencing. This service is available for all



Early Bridges families. Please talk with your Family Worker or Teacher or if you would like to meet with the Head Start Counselor.

- Individual Child Plan (ICP) is a feature of our programs; parents, service providers and Staff can meet to develop goals and strategies that may decrease challenging behaviors.

Health

Health Requirements for Attendance-Early Bridges requires that each child has a current (within one year) physical exam, an up-to-date immunization record, a blood test for lead with results, a hemoglobin screening (test for anemia) with results, and a yearly dental exam.

Vision/Hearing Screening- Early Bridges will provide vision and hearing screening for every child attending the program and the results will be provided to the parents. If additional treatment or services are needed as a result of the above screening or medical/dental exams, you should work with your child's medical/dental provider and Early Bridges to ensure that all necessary follow up are received.

Health History- Early Bridges staff will ask essential health information to identify any health needs or concerns your child may have. Health history will be updated yearly at registration or when changes occur. This information helps health services staff plan for conditions such as: allergies, medications, asthma or other conditions that require individual health plans, staff training or other accommodations that must be in place to ensure your child's health and safety in our program.

Medications- If possible, medication schedules should be arranged so medication will not need to be given during Early Bridges hours. If your child requires medications while at the program, please contact your Program Nurse, Family Worker or Teacher for more information and assistance. Medication cannot be sent into Early Bridges without following proper procedures. For your child's safety and the safety of all children, **never** send any medication in with your child, or in his/her backpack.

Illness- If a child develops signs of illness while at Early Bridges, the child will be kept comfortable on his/her cot in an area that is in view of, and under the supervision of staff. Parents will be notified and requested to pick up their child. If staff is unable to reach parents, the emergency contact(s) will be asked to pick up the child.

When a child is too sick to attend Early Bridges-

Do not send your child if:

- The child does not feel well enough to participate in **all** program activities
- Fever of 101 degrees accompanied by other signs of illness
- Vomiting- within a 24-hour period



- Diarrhea
- Signs of severe illness such as; persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, lethargy

Returning after Illness- If your child has been temporarily excluded from Early Bridges due to illness or symptoms there are certain guidelines that must be met in order to return. For common symptoms such as fever, vomiting and diarrhea, the general rule is that the child may return after 24 hours and is symptom free. In some instances, we may request a doctor's note stating that your child may return to Early Bridges and participate in all program activities.

Daily Health Checks- Upon arrival at the center each day, your child will be observed by staff for signs of illness or injury that could affect their ability to participate in classroom activities. If illness or injury are observed, you will be contacted to see how your child was feeling and acting at home. Staff may also inquire about your child's sleep, appetite, toileting, medications and any other health concerns you may have since their previous day of attendance.

Head Lice- Parents will be notified if there is a case of head lice at Early Bridges. Information on identification, treatment and prevention will be sent home. It is very important that you contact your Early Bridges staff should you discover your child has head lice. It is our policy to screen the children for head lice every Monday and on the first day the children return after a break. If your child is found to have evidence of lice (nits within ¼ inch from the scalp or live lice) we will contact you and recommend treatment and removal of nits. Your child may return to the program after treatment and a trained staff checks for lice and nit removal prior to returning to the classroom or group.

Sunscreen- Parental permission is required for Early Bridges staff to apply sunscreen to your child. Early Bridges will supply the sunscreen (Coppertone Water Babies SPF 50) for use at the program. Starting in September through October 1st and again in May thru the end of the program year staff will apply sunscreen before outdoor activities. If you have a specific sunscreen for your child, it is your responsibility to purchase it and bring it to Early Bridges. We ask that you apply sunscreen to your child at home and provide other protection measures such as wide brim hats, sunglasses and protecting clothing.

Obesity Prevention- Early Bridges has adopted I AM MOVING, I AM LEARNING (IMIL); a formal obesity prevention program created by the Office of Head Start. This program focuses on 3 goals:

1. Increase the quantity of time spent in moderate to vigorous physical activity (MVPA) during the daily routine to meet national guidelines for physical activity
2. Improve the quality of structured movement experiences intentionally facilitated by teachers and other adults
3. Improve healthy nutrition/beverage choices for children every day



Mental Health- Head Start contracts with a licensed Mental Health Consultant who assists with coordination of services for children. He/she observes the classrooms twice per year to help identify children who may need referral and offer suggestions to staff when working with behavioral or emotional needs. Individual child observations can be arranged with written parental consent. If you would like more information about this service, ask your child's teacher. This service is available for all children enrolled in Early Bridges.



Staff Are Mandated Reporters

New York State Law requires that any Early Bridges personnel who knows or suspects child abuse or neglect, will be responsible for reporting the suspected abuse or neglect to the Mandated Reporters Hotline. We are not here to make judgment if a child is abused or neglected. Our reporting is to help protect a child if the need exists and to help families access any needed services. The care and well-being of a child is of the utmost importance.

Screen Time/Technology

Television/video exposure is limited to 30 minutes per week of educational or movement-based commercial-free programming. Some examples of TV/video exposure are preschool songs, movement/dance, familiar stories read aloud, yoga sequences, and theme related videos. TV/video is never used during nap or mealtimes.

Large Motor/Gross Motor Play

Children go outside to play every day, weather permitting. Our playground is located next to the school, accessible via gate. If we can't go outside due to weather, our large motor play occurs in the small gym/auditorium. The children get at least 90 minutes of structured and or unstructured large motor play per day. Large motor activity occurs during Circle Time, outside/gym time, after lunch, and sometimes during free play. Besides the playground climber, a variety of portable equipment is used to encourage motor skill development. Some examples of portable equipment are hoops, scarves, scooters, balls, big trucks, sand toys, bubbles, rakes and parachute. More structured large motor activities occur in the classroom with the tunnel, small trampoline, dance and yoga. Running, jumping, galloping, skipping, balancing, climbing, kicking, throwing, and catching are targeted motor skills. In the spring, children also plant herbs and wildflowers in the playground flower beds.



Inclement Weather/Emergency Closing Procedure

The Superintendent of Schools may close or dismiss children early for hazardous weather or health emergencies. Emergency closings are announced on:

Radio	Television	Social Media
WJOY 123 AM	WPTZ	http://www.Boquetvalleycds.org
WIZN 106.7 FM		BVCSD Facebook page
WOKO 98.9 FM		BVCSD Twitter page
WXXX 95.9 FM		
WVMT 620 AM		
WKOL 105.0 FM		
WEZF 92.9FM		

Emergency Evacuation Drills and Shelter-In-Place Drills

Both ACAP, Inc. and BVCSD are mandated to have an Emergency Preparedness Plan. These plans provide for responses to all types of emergencies. Depending on the circumstances of the emergency, we will follow one of the following actions:

- **Immediate Evacuation**-children are evacuated to a safe area outside in the event of fire, etc.
- **In-Place Sheltering**- sudden occurrences, weather or hazardous material related, may dictate taking cover inside the school is the best immediate response.
- **Evacuation**- total evacuation of the facility may become necessary if there is a danger in the area. In this case, the children will be taken to one of the relocation sites posted in the classroom.
- **Modified Operation**-may include emergency closing, delays or rescheduling of normal activities.

We practice two (2) Shelter-In-Place Drills per year. Staff will let you know in advance of the drills through the monthly calendar that is sent home to parents and a reminder note home. Important note.....we ask that parents not call us during an emergency evacuation. Our staff will contact you, or your emergency contacts, in the event the children and staff are relocated.

Video Surveillance

Video surveillance cameras are installed at BVCSD. They provide enhanced security and are a deterrent to vandalism and robbery. The cameras are located to cover common areas, such as the playground, the front and back doors, and hallways. Video surveillance is not a substitute for



competent and direct supervision of the children. Video is not for public/parent viewing and security is maintained at all times.

Program Practices

- BVCSD is a tobacco-free zone. This includes school building, playground, field trips, on or near buses, or in view of any children.
- Please supply an extra set of clothing for your child to be kept in his/her cubby. Wet or soiled clothing will be sent home in a sealed bag in your child's backpack.
- Be sure your child's footwear is very secure. Sneakers are the preferred footwear.
- Dress your child for outdoor play as he/she will be going outside when weather permits and when temperatures are above 20 degrees.
- Other than the extra set of clothing, we ask that you please only send in your child's personal item for the purpose of napping. This should be a soft small comfort item.
- **No outside food, balloons and/or plastic grocery bags** can be brought into Early Bridges.
- Please refrain from using cell phones while at Early Bridges.
- We are a scent-sensitive environment. Please do not wear heavy scented perfumes, colognes, body lotions, etc. when visiting us.
- Please do not distribute any personal party invitations at Early Bridges.
- Staff members are not allowed to accept gifts, money or gratuities from families.

Services available at ACAP, Inc. for families

ACAP, Inc.'s main office is located in Elizabethtown. Early Head Start/Head Start share an office with the following programs:

- Aging Services
 - Nutrition Program for the Elderly
 - Senior Transportation
 - Food Service for the hospital
- Child and Family Services



- Child Care Resource & Referral
- After School
- Daycare

- Community Services
 - Emergency Needs
 - Holidays are for Sharing Program
 - Food Pantries
 - Homeless Assistance

- Employment & Training
 - One Work Source Business & Employment Center
 - Older Worker Program

- Weatherization & Energy Services
 - Weatherization Assistance Program
 - Assisted Home Performance with Energy Star
 - EmPower NY

If you would like more information about any of these services, please contact our Family Worker, Jolene Sayward or visit the ACAP, Inc. office.



PROGRAM HANDBOOK REVIEW

We have reviewed this handbook in its entirety. Any questions have been discussed and answered. We will abide by this handbook and will review it again, if needed.

Parent(s) signature: _____

Staff signature: _____

Dated: _____

Please sign both copies of this form- This one is for your files, and the next one is for ours!!

Thank you! Any suggestions regarding this Program Handbook can be sent to Nelly Collazo at ncollazo@boquetvalleycds.org.



PROGRAM HANDBOOK REVIEW

We have reviewed this handbook in its entirety. Any questions have been discussed and answered. We will abide by this handbook and will review it again, if needed.

Parent(s) signature: _____

Staff signature: _____

Dated: _____

Please sign both copies of this form.

