



**Family Center**  
OF WASHINGTON COUNTY

**Early Childhood Program**

**Parent Handbook  
2009 - 2010**

**383 Sherwood Drive  
Montpelier, VT 05602  
(802) 262-3292 ext 150**

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## **Welcome**

The Family Center began as a Preschool Program in 1978 as community collaborative and has grown over the years to a Infant/Toddler and Preschool Program, now serving up to 60 children, six weeks through five years old, providing excellent care for children in our community. In 1990, the program became accredited by the National Association for the Education of Young Children (NAEYC) and continues to maintain accreditation. Parents and interested community leaders are invited to visit the program anytime and share in the enjoyment of watching children play, learn, and thrive.

## **Mission Statement**

The Family Center of Washington County fosters the positive growth and development of young children and their families.

## **Philosophy & Goals**

The Early Childhood Program philosophy is based on the belief that children should be given the following opportunities:

- To play and learn in an environment that encourages them to understand that they belong to a group, as well as allowing for their individual growth and development of positive self-image
- To have their parent/guardian(s) involved in their preschool life to the extent possible for each parent/guardian
- To play and work with their peers and teachers in situations that are appropriate to each individual's needs and abilities
- To learn about their world in a way that allows for each child's differences and similarities to be recognized and celebrated.

We are a licensed facility and are accredited by the National Association for the Education of Young Children (NAEYC). Copies of licensing regulations are readily available to anyone interested. Reports and notices regarding licensing will be posted on the bulletin board in the hall.

## **Curriculum**

Our curriculum is designed to meet the developmental needs of children. Play is the primary means of encouraging skill development for three and four year olds. The children are given the opportunity to actively manipulate materials and the physical environment and thus gain new skills by playing with each other and interacting with adults. Each child develops or learns at his/her own rate and new skills are acquired when that child is developmentally ready. Our program focuses on child-directed, rather than teacher-directed, activities.

The program combines music, movement, art, drama, large muscle and small muscle games and activities, early literacy, language arts and concepts development.

Opportunities for social interaction provide experiences where children learn to share, respect the rights of others, understand themselves and how they positively affect their environment, and build on their basic skills.

We have four large, well-equipped classrooms. There are also multiple "break out" spaces that we regularly access; two gross motor rooms, a dining room with tables for cooking projects and other activities, and a playground for outdoor play, and trails in the woods for nature walks.

Classroom teaching teams meet weekly to plan for the following week. Classroom planning is often based on children's interests and needs. Many exciting ideas come from these planning sessions that make your child's experience fun and stimulating!

Occasionally, children may bring toys from home to share and to use. Generally, we encourage children to create their own props for play and to use the inventory of toys and games available in the classroom. We do not conduct a formal "show and tell" circle time. Children should be prepared to share any toy they choose to bring to the Early Childhood Program.

Security toys, i.e., stuffed animals, serve an important function and may be brought to school until the child is ready for gentle parting.

**WEAPON TOYS ARE NOT ALLOWED AT THE EARLY CHILDHOOD PROGRAM.**

### **Statement of Anti-Bias Philosophy**

Early Childhood educators have recognized two facts:

1. We live in a society that conceives differences as negative, and oppresses people based on certain differences.
2. Young children notice differences and absorb grown-up values. At an early age, young children notice which differences grown-ups feel are positive and which they feel are negative.

Bias based on gender, race, background, or social class creates serious obstacles to all young children's healthy development. The Early Childhood Program is committed to anti-bias work as an outgrowth of our central mission of support for children and families. Building self-identity and skills for social interaction are two major tasks in early childhood. If we want children to like themselves and to value diversity, then we must learn how to help them resist the biases and prejudice that are still far too prevalent in our society.

One of the questions that comes up over and over as we begin the discussion of anti-bias curriculum and young children is: why do you have to teach anti-bias? In our program we recognize that because we live in a society where racism and bias exist, we are all constantly and repeatedly exposed to messages that subtly reinforce biases. If we do nothing to counteract them, then we silently support these biases by virtue of our inaction, and children absorb them unchallenged.

We look closely at what we teach children by the way we use the program space. We look at the kinds of materials we have on hand for children. We look at the activities we plan, and the kinds of stories we tell. Books and pictures in the classroom will tell stories about all kinds of children and families. We include children with all levels of abilities in our program.

WE WANT ALL CHILDREN AND FAMILIES TO FEEL WELCOME, SUPPORTED, AND PART OF OUR EARLY CHILDHOOD COMMUNITY.

### **Preschool: Three Parts That Make Up the Whole**

The Early Childhood Program is licensed by the State of Vermont and accredited by the National Association for the Education of Young Children. Our program is “inclusive,” which means that we welcome a diverse population of children and families into our classrooms. There are several ways to access a slot for a child:

- Tuition - Parent/guardian(s) from any town can apply for a slot that is available on a sliding-fee scale schedule, based on gross family income. Applications are accepted both in advance of and for the current year’s program. Subsidy is also available to eligible families.
- Essential Early Education - Essential Early Education Program (EEE) is a special education program designed to evaluate and, when needed, provide intervention to Montpelier children under the ages of six. The EEE team, whose members include an Occupational Therapist, Physical Therapist, Speech and Language Specialist, early childhood educators, and others when appropriate, works within the regular Preschool classroom setting. EEE is funded through Montpelier School District.
- Early Education Initiative Project - Early Education Initiative Project (EEI) provides services to Montpelier children who meet a wide range of criteria and need extra support to be ready for kindergarten. Individual programs are developed and used in the classroom and at home. EEI is funded by the Vermont Department of Education.

### **About the Infant/Toddler Program**

The Family Center Infant/Toddler program is a place of learning for everyone. Staff learns about each child – first from each child’s parent/guardian(s) and next through the daily contact with the child. Parent/guardian(s) have the chance to learn a variety of ways to help their child grow. And children learn they will be cared for in a safe, caring and supportive way. They will have lots of chances to explore and discover new things.

We are a licensed child care facility. If you would like to see a copy of the licensing regulations, feel free to ask a staff person. Any reports and notices about licensing will be posted on the bulletin board outside the Infant/Toddler classroom. If you have any

program complaints, please talk them over with the Program Coordinator. If you still feel the concerns have not been addressed, you may talk with the Associate Director for Early Childhood Services and contact the Child Care Consumer Concern Line at 1-800-540-7942.

### **Holiday Celebrations**

The Early Childhood Program is built on the foundation of respect for diversity – diversity of ability, talents, and values. We also believe in the importance of traditions to build a sense of shared community experience. The family-fun activities (such as the Beginning and End of Year Picnics) reflect our interest in creating traditions, which we hope children and families will remember fondly for years to come.

Holidays are special times when families and cultures celebrate and pass on traditions to children. Customs and traditions among families are diverse so our program does not sponsor or endorse any particular set of holiday practices. We want to leave the more traditional and religious aspects of celebrating for the family at home, and for when the children are older and more developmentally ready for holiday experiences. At the same time, we welcome child-initiated discussions to learn about families' ways of celebrating.

### **Behavior Guidance**

We try to help your child learn how to deal with disagreements, how to share, how to be safe, and how to behave safely. Behavior is learned, and we try to offer helpful guidance. If a child has lost control, she/he may be separated from the action, sat with, and told why she/he was removed. Time to think and to cool off is provided. Discipline is supportive, instructive, and corrective.

If you have concerns about your child's behavior, please talk with his/her teacher or with the coordinator. Information from home is very helpful to us, and we have books, ideas, and suggestions available for parent/guardian(s) on dealing with behavior.

It is the responsibility of the Early Childhood Program to inform you of our policy on child abuse and neglect. The State of Vermont's Early Childhood Program Licensing Regulations require all staff, as mandated reporters, to report suspected instances of abuse or neglect to the appropriate state agency.

The regulations also require all staff, parent/guardian(s) and volunteers to sign a form that acknowledges that abuse and/or neglect of children is against the law and prohibited at the Preschool.

## **Parent/Guardian Involvement**

The Family Center is just that – a center for families. And the more parent/guardian(s) participate within the preschool, the richer and more vibrant this community becomes.

There are many different ways to get involved. You can come in to your child's classroom on a regular basis or every once in a while to help out, share your special skills, or just observe what's going on. You can bring in a project (art, cooking, clay, woodworking...). Or lead an activity (music-making, yoga, tumbling, storytelling...). Snack contributions are always appreciated – each classroom has a sign-up sheet. Or maybe you'd like to accompany your child's class on a field trip or take them on a tour of where you work. We also have a family room where parents can use a computer for word processing and internet access.

## **Confidentiality**

The Family Center is a community where the parent/guardian(s), children, and staff work closely together. It is imperative that we respect each other's privacy. When you spend time in the classroom, you see more details about children's and families' lives and it is important to remember that we see only a part of the "whole" picture. If you have comments about your experiences at preschool, please set up a meeting time with the Early Childhood Program Coordinator to share your thoughts.

## **Conferences**

Parent/guardian conferences are formally offered once each semester on an individual classroom basis. Parent/guardian(s) are always encouraged to meet with their child's teaching team whenever the need arises.

## **Families Giving Back Policy**

The Family Center of Washington County has adopted a policy, which enhances opportunities for parent/guardian(s) to contribute back to the Family Center. The Family Center is a non-profit organization, which relies heavily on, grant monies, donations, and income generated by fundraising. We are asking each Preschool Family to commit to a 3-hour contribution of time per school year. Fundraising is essential to the continuation of the Family Center's programs and we depend on families' commitment and participation. With the help of each family contributing the required 3 hours of time per year, together we can make these events successful. If you have questions about this policy, or need help in determining how best your family can contribute, please see the Preschool Coordinator.

## **Enrollment**

An application form with a \$15 application fee is the first step to enrollment in our center. You can get this form from the Early Childhood Program Coordinator.

In the spring you will receive a form to reserve a place for your child for the following year. Returning children have priority. There is a \$15 re-registration fee. Selection from the waiting list is determined by the date of application with an effort to balance all classes by gender and age.

Parent/guardian(s) and children are welcome to come for a pre-enrollment visit that can be scheduled with the Coordinator. We have a fall orientation to introduce parent/guardian(s) and children to the Early Childhood Program.

## **Withdrawal**

If you choose to withdraw your child from our program after September 1 the following policy applies:

- parent/guardian(s) speak with both the child's teacher and the coordinator prior to withdrawal, this assures all parties understand the reasons for withdrawal and next steps.
- payment through the end of the current month must be made, refunds of advance payments beyond that period will be made.
- parent/guardian(s) will sign a withdrawal form to complete the process.

## **Payment Policy**

Bills will be sent at the beginning of each month. Payment is due no later than the 20<sup>th</sup> of the month. It is our goal to resolve all delinquent bills as quickly as possible and we will make efforts to accommodate unexpected or emergency situations. It is, however, your responsibility to contact us to work out alternative arrangements prior to the 20<sup>th</sup> of the month, should such circumstances occur. Please contact the Family Center's Finance Office at 262-3292 ext.117 if there are special arrangements that need to be made regarding payment of fees. Continued delinquency in payment of your bill will result in the removal of your child from the program. Checks or money orders should be made payable to "Family Center of Washington County". Payments may be mailed to or dropped off at the Family Center. **PLEASE DO NOT SEND PAYMENTS VIA YOUR CHILD!** You may also charge your Family Center fees to your VISA or Master Card.

## **File Information**

A confidential file will be kept on each child containing the information on admission and medical forms, as well as a developmental history (or update) on your child. If at any time you would like to see your child's file, please let his or her classroom teacher

know. To exchange any written or oral information about your child with any other agency or professional requires a release form signed by the parent/guardian(s).

### **Arrival and Dismissal**

The program begins at 8:30 am. Prior to that hour, staff is busy conferencing and setting up for the morning. We ask that children not arrive before 8:30 am. If you are a "late arrival" for the morning, please be aware that most field trip days we try to leave the building around 9:00 - 9:30, so watch for notices so your child will not miss a special event.

The staff shall release a child only to persons authorized by the parent/guardian(s). We must release a child to either parent/guardian unless a court order prohibits the release to a parent/guardian. We must receive a copy of this court order.

### **Late Pick Up Policy**

Our **half day program ends at 12:30 pm**; our **full day program ends by 5:00 pm**. At the end of your child's program day, we ask that you arrive promptly to pick up your child. Young children do not understand the meaning of the word "late" and may begin to worry if they are not picked up with the rest of the children. If you are delayed in picking up your child, please call 828-8635 so we know where you are and when to expect you. It is the expectation of the program that each child will be picked up **BY CLOSING TIME**. *If a child is picked up late the parents/guardian(s) will be required to either pay a dollar per minute for each minute they are late or work in the program one hour for every 5 minutes they are late. Continued lateness may result in removal of your child from the program.*

### **A Typical Day In Preschool**

This is an approximate daily schedule. Both classrooms adapt the schedule to meet the needs of each group—therefore some activities/events may actually occur earlier or later than listed. If you need specific information about your child's daily schedule please talk to your child's teacher.

8:30-8:45 Arrival  
8:45-10:30 Choice time (includes snack)  
10:30-10:45 Clean Up Time  
10:45-11:15 Circle  
11:15-11:30 Bathroom/Hand washing/Lunch Preparation  
11:30-12:00 Lunchtime  
12:00-12:30 Outside time/Small Group Time  
12:30 Dismissal of ½ day children  
12:30-1:00 Gathering of Stay and Play group (outside when good weather)  
1:00-1:15 Bathroom/Nap & Rest-time Prep  
1:15-1:45 Nap begins/Rest-time for non-sleepers  
2:00-4:30 Nap/Free play/Planned activities/Outside play/Snack

4:30-5:00 Clean up/prepare to go home  
5:00 Program day ends

### **A Typical Day in the Infant/Toddler Room**

8:30-9:00

- ☼ Children and parent/guardian(s) arrive and are greeted by child care staff. Parent/guardian(s) share information about the child's night and morning and spend a few minutes saying good-bye to their child.

9:15 – 3:00

- ☼ Children's individual feeding, sleeping and toileting schedule will guide the flow of their day
- ☼ Age appropriate materials will be available for each child to explore throughout the day
- ☼ A variety of floor time, individual, and group activities will be offered.
- ☼ Staff will learn each child's individual cues by spending time playing, talking, singing, and holding each child.
- ☼ Staff write down information about the child's day to send home with the parent/guardian(s).

4:30 - Program closes for the day

### **Emergency Closings**

**The Early Childhood Program will be closed or delayed when the Montpelier School District is closed or delayed because of bad weather. School closings or delays will be announced on local radio and television stations.**

### **Field Trips**

We believe children enjoy and benefit from learning about and interacting with the community. Children in our program will participate in walking field trips around the campus and out in our community. For field trips in vehicles, parent/guardian(s) will be notified in advance. When transported by car all children are required to be secured in appropriate child safety seats. Parent/guardian(s) may occasionally be asked to help provide transportation for short trips. Parent/guardian(s) who are providing transportation must have a valid Vermont license, a valid Vermont vehicle inspection sticker and a minimum of \$100,000/\$300,000 insurance coverage on their auto. The State of Vermont Child Care Licensing Regulations requires this.

## **Food**

### **Please remember that the Family Center is a NUT FREE zone**

Some children at our center have life threatening allergies to peanuts and other nuts. Even small traces of nuts left on a table by little hands could be very dangerous. Please be sure the staff is aware of any allergies your child may have to food items.

## **Snack Time**

Even though we are providing meals for the children, we are still encouraging people to bring in snacks for the children. We encourage healthy, no- or low-sugar snacks, as in the examples below. If there is anything your child cannot or should not eat, please let your child's teacher know. Please provide a written statement of your child's special diet/nutrition needs for our records.

The following are examples of some popular snacks:

Any fruit or vegetable, pre-washed and sliced, with or without dips are fun and tasty, (ranch dressing, applesauce, cream cheese, jelly or jam). The children enjoy variety so be creative!

If you want something other than "fruit and veggie" foods, try one of these:

Popcorn with little salt and butter	Muffins (blueberry, corn, etc.)
Plain raisin bread	Pocket bread
Bagels cut in ½	English muffins
Rice cakes spread with cream cheese	Crackers of any kind
Mixed raisins and popcorn or cereal	Nut free Granola (homemade is less expensive)
Pretzels	Cubes of real cheese and crackers

## **Lunch Time**

We see this time as a great opportunity for children to practice social skills, gain nutrition information and have an enjoyable, relaxed lunch with their friends. We hope that by eating together and sharing conversation, there will be little pressure about what and how much the children eat. Our meals will be served family style, allowing children to serve themselves and have a healthy variety of choices of food.

## **Bottle Feeding**

Your child needs to come with enough bottles, breast milk and/or prepared formula for the whole day. Any unused prepared bottles of formula will be thrown out after 24 hours. Expressed breast milk will be thrown out after 48 hours if refrigerated and after 2 weeks if frozen. Solid foods will be used or thrown out within 36 hours. Solid foods and juices can only be given to children over the age of 4 months unless there is

written note from the child's health care provider. We will provide breakfast, lunch and snacks for children over age 4 months as they become more able to eat solid foods. The Infant/Toddler program participates in the federal Child and Adult Care Food Program. Each family must fill out an Eligibility form upon enrollment, and each following September. Please discuss specifics of your child's feeding with his/her primary caregiver. **NOTE:** We do not use a microwave to heat bottles or jar food.

### **Health/Illness**

Infections spread easily in large group settings such as ours, and keeping a sick child home when necessary will keep us all healthier. In the case of an outbreak of a contagious illness (other than a cold) or lice we will post a notice of exposure, symptoms to watch for, and instructions for treatment if appropriate. To keep the spread of illness low please notify us immediately if your child has a contagious illness.

- Your child should not attend if she/he has a fever, vomiting, or diarrhea.
- If your child has a severe cold, pink eye or any other contagious disease she/he should not attend.

We will not give medicine; apply sunscreen or lotions without written permission. We encourage parent/guardian(s) to schedule medications before or after the program day. In the event that this is not possible, please clearly communicate with your child's teacher regarding medication directions. A "Permission to Give Medication" form must be completed and the medication must be in the **original marked bottle**.

We have a "no-nit" policy in the case of an outbreak of head lice. Please contact us immediately if your child has head lice. Your child will be welcome to return to school following proper treatment and removal of all nits.

Following are guidelines for when to keep your child home from the program:

Appearance/Behavior - Unusually tired, pale, difficult to wake, confused or irritable, with lack of appetite. These problems are sufficient reason to exclude a child from school.

Diarrhea - Three or more watery stools in a 24-hour period, especially if your child acts or looks ill.

Difficult or Rapid Breathing

Ear Infection - Your child may attend Preschool after receiving medical treatment. (Untreated ear infections can cause permanent hearing loss, and even more serious problems.)

Eyes - Thick mucus or pus draining from the eye, or pink eye. In some cases, your child probably can attend Preschool immediately after starting medical treatment. Check with your physician.

Fever - Temperature of 101 degrees or higher and confusion, diarrhea, earache, irritability, rash, sore throat, vomiting, cough or headache.

Infected Skin Patch(es) - Crusty, bright yellow, dry or gummy areas of skin.

Lice/Scabies - Children cannot return to Preschool until their head has been treated with lice shampoo and the dead eggs ("nits") have been combed out with a special comb. Children with scabies can go to school after treatment has been started. Check with your physician.

Pinkeye - Tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus.

Unusually Dark, Tea-Colored Urine.

Rash - Body rash, especially with fever or itching.

Sore Throat - Especially with fever, or swollen glands in the neck.

Vomiting - Vomiting two or more times within the past 24 hours.

Common Cold - If your child has minor cold symptoms but does not have the symptoms described above, s/he may not need to be kept home from Preschool. A long-term greenish nose discharge, and/or a chronic cough are symptoms that s/he should be seen by a doctor.

Severe Coughing - Child gets red or blue in the face, makes high pitched croupy or whooping sound after s/he coughs

### **SIDS Policy**

To reduce the risk of Sudden Infant Death Syndrome, infants, 12 months and under, shall be placed on their backs to sleep, unless otherwise ordered by a physician. For infants younger than 8 months; pillows, quilts, stuffed toys, etc. will not be used in the cribs.

### **Clothing and Footwear**

Clothing and footwear should be appropriate for active and often messy play. All clothing and footwear should be clearly labeled with your child's name. Children often remove shoes and socks, sweaters, sweatshirts and such in the course of the day and unmarked clothing may not make it back to you as we will have no idea who it belongs to. Children do not always remember what their clothing looks like, so please label! We try to go outside everyday, often that means we go out when it is drizzling or cold. The playground may be muddy, wet, or snow covered so appropriate outdoor clothing and footwear is required daily. An extra set of clothing and socks for your child to change into is a licensing requirement and is helpful should an accident or spill occur. There is space over your child's coat hook to leave a shoebox/paper bag labeled with his/her name to hold the change of clothing.

### **Diapers**

Parent/guardian(s) are responsible for providing diapers for their children. Please be sure to bring at least 6-8 diapers each day depending on your child's age. You may bring a package of disposable diapers to keep in the program. As children become ready to use the toilet, staff will support them in their efforts. Disposable training pants or terry cloth training pants with rubber pants will need to be sent every day.

### **Non-Smoking Policy**

As per licensing regulations, smoking is prohibited in the presence of children.

### **Parking**

Please feel free to use the drop-off circle for a more convenient drop-off and pick-up time. If you would like to stay longer, please use the parking lot to the west of the building.

Also, please explain to your child that he/she is not to leave the building without an adult. Praise your child for waiting at the door and for holding your hand in the parking lot.

### **Policy on Abuse & Neglect**

Early Childhood Program staff are required by Vermont State law to report suspected child abuse or neglect to DCF. Staff, parent/guardian(s) and volunteers must sign a form that says they understand that abuse and/or neglect of children is against the law and not allowed in the Early Childhood Program. The Family Center has a process for making reports. If you have questions about this process, please talk with the Program Coordinator.

## **Who we are and how to reach us!**

Bus Barn	229-4404	
Early Childhood Program Coordinator	262-3292x156	Deidre Hodgson
Essential Early Education (EEE)	223-6120	Brenda Bolio
Early Education Initiative (EEI)	262-3292x152	Melissa Tanner
Family Center Main Desk	262-3292x150	Liz Skyas-Ringgenberg
Teen Parent Support Specialist	262-3292x154	Jessie Bicknell
Support and FITP Interventionist	262-3292x155	Fran Solin
Preschool Classroom #1	262-3292x157	(West End)
Preschool Classroom #2	262-3292x158	(East End)
Infant Classroom	262-3292x190	
Toddler Transition Classroom	262-3292x191	

Preschool Classroom  
(MTW)

Susan Paradis  
Karlynn Koenemann  
Melissa Tanner  
Mollie Hoerres

Preschool Classroom  
(MTWTH)

Sayde Burke/Melissa Tanner  
Janine Gallegher  
Sandy Surrell

Stay and Play Staff

Ruth Beard  
Lauren Sales  
Elyse Gluck  
Belynda Jestice

Consulting Staff

Brenda Bolio (EEE Teacher)  
Ann Nelson (Speech/Language)  
Liliane Savard (Physical Therapist)  
Diane Solomon (Occupational Therapist)  
Fran Solin (Early Childhood Program Teacher)

Additionally, we are fortunate to have a variety of adult learners and volunteers from the community who observe, help to plan activities, and assist in the classroom (to be announced at the beginning of each semester).

**Community Resource Information**

**Family Center of Washington County**

Child Care Programs  
32 College Street, Suite 100  
Montpelier, Vermont 05602  
828-8765

**Family Center of Washington County**

Outreach Programs  
383 Sherwood Drive  
Montpelier, Vermont 05602  
262-3292

Child Care Support Services -----262-3292-121  
Child Care Training Project ----- 262-3292-123  
Resource and Referral -----262-3292-120  
Subsidy Determination -----262-3292-119  
Family, Infant and Toddler Project (FIT) -----262-3292-104  
Family Support and Education -----262-3292-106  
After School Program ----- 828-8779  
Early Childhood Program (Infant through Preschool) -----828-8782  
Central Vermont Early Childhood Council -----262-3292

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**Central Vermont Community Action Head Start**

6088 VT Rt. 12 Suite 100  
223-4226

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**Child Care Consumer Concern Line**

1-800-540-7992

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**Parent/guardian(s) Assistance Line (PAL)**

1-800-727-3687

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**Prevent Child Abuse Vermont**

141 Main Street  
P.O. Box 829  
Montpelier, VT 05602  
(802) 229-5724 or 1-800-639-4014

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**Nurturing Program for Parents and Children**

More information can be obtained by calling Prevent Child Abuse Vermont  
1-800-639-4014

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**Family Reading Program of Central Vermont Adult Basic Education**

18 North Main Street  
Barre, Vermont 05641  
476-4588 or 223-3403

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**Vermont Department of Health/Well Child Clinics**

255 North Main St.  
Barre, VT 05641  
479-9383

or

**The WIC Program**

1-888-253-8786 or 479-4200

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**Vermont Department of Health**

P.O. Box 70,  
Burlington, VT 05402  
863-7315 or toll free 1-800-640-4232

Health Department services for children with special needs are:

**Children with Special Health Needs (CSHN)**

108 Cherry Street, Burlington, Vermont 05402  
863-7338 or toll free 1-800-660-4427

**The Child Development Clinic (CDC)**

Screening and evaluation of children suspected of  
developmental delay or disability.

Any child in Vermont is eligible on a sliding fee cost.  
The CDC is located at Vermont Department of Health

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**Washington County Mental Health Children,  
Youth and Family Services/  
Children Upstream Services (CUPS)**

260 Beckley Hill Road  
Barre, VT 05641  
479-0169 ext. 311