

Dear Parents and Families,

Welcome to Small Steps Center (SSC). We are a licensed preschool and after school program by the Commonwealth of Massachusetts's Department of Early Education and Care. Our goal is provide a welcome, safe & secure, and developmentally appropriate environment for every child. Together with your involvement, we hope to help nurture your child's growth and development, and set the stage for future learning.

This handbook is designed to ensure that your family has a rewarding experience with SSC. The purpose of this handbook is to outlined SSC program's policies and procedures, and tried to anticipate many of your questions about the program. We make every effort to work closely with parents in a partnership that will facilitate the transitions between home and our preschool and care. Daily communications and a sense of trust between parents and SSC staff members are very important.

Our mission is to provide the best quality care and education for children and to ensure that parents are valued and respected. To accomplish this we depend on parents and families to be responsible active child care and early education consumers. We expect parents to read this handbook and all other SSC Handbooks, and follow the policies and procedures outlined. We welcome your comments, questions, concerns, suggestions, and feedbacks about your child's experience and the program. We understand there is nothing more important than your child's early education and care experiences.

The Commonwealth of Massachusetts and the Department of Early Education and Care (EEC) strives to ensure the highest possible care and education. As a result, from time-to-time there will be update made to policies and procedures. We will notify all parents of any formal policies changes during the year via written notice.

Sincerely,

Urupong Kharuhat
Small Steps Center Director