



Warren Church Community Childcare and Preschool

PARENT HANDBOOK

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Our Purpose

- To offer an active childcare and preschool experience, where growth and accomplishment flourish;
- To encourage the social, emotional, and intellectual growth of each child in a warm and loving environment;
- To foster friendship among children and teachers through respect, sharing, caring and a good sense of humor.

Our Programs

Our program offers a balance of structure and free choice between group and individual activities. We offer a variety of areas for the children to explore.

The program includes music, art, imaginative play, cooking, science and nature, large and small motor play and readiness concepts in math and language.

Schedule

The Warren Church Community Childcare is open year round, Monday through Friday (Year-Round Schedule). Exact hours are available at time of registration. The Childcare will be closed two weeks each year, generally, the third week in August and the week between Christmas and New Year's Day. Exact dates will be provided at time of enrollment each year.

The Warren Church Community Preschool Schedule runs from September through mid-June. The Preschool Program is offered M-F for all 3 and 4-year-olds meeting eligibility requirements. Preschool hours are from 9:00am until 12:30pm, Monday through Friday.

Eligibility Requirements

Childcare

The Warren Church Community Childcare will accept applications for children starting at the age of 6 (six) weeks old up to and including 11 (eleven) years of age.

Preschool

To be eligible for Preschool, a child must turn three (3) before January 1st. All preschoolers must be fully potty trained to be eligible to attend the preschool program. All full-time enrolled 3-and 4-year-olds will attend Preschool each day they are scheduled to attend the Childcare. Our Preschool Program is offered either 3-days per week or 5-days per week.

Availability

The Warren Church Community Childcare and Preschool has limited space available due to our room size.

We have one teacher for every 4 (four) infant/toddlers in our care and some classrooms are limited to 5 (five) children over the age of 3 (three) with one teacher.

The Preschool and School-Age Programs have a maximum of ten children per teacher.

Registration/Enrollment

Parent/guardian(s) are required to complete an enrollment packet prior to registration. This packet along with an annual registration fee (assessed each September) will guarantee a space for your child.

The following documentation must be in place prior to child attending the Warren Church Community Childcare and Preschool:

1. the child's name, address, date of birth and date enrolled;
2. the residence, business address(es) and telephone number(s) of the parent/guardian(s);
3. the name and telephone number of the child's physician or other primary health care provider;
4. specific written permission forms signed by the parent(s) authorizing:
 - a. WCCC to use the following emergency policies:
 - i. Medical Emergency Policy
 - ii. Emergency Evacuation Policy
 - b. the name, telephone number, signature and photo of three responsible persons other than the parent/guardian(s) who can remove the child from the child day care center and/or act as emergency contacts;
 - c. any activity away from the premises;
 - d. school transportation services;
 - e. authorization for administration of non-prescription medications
 - f. authorization for administration of emergency prescription medications and an administration schedule signed by the child's physician (as applicable);
 - g. photo authorization form
5. a health record that shall include but not necessarily be limited to:
 - a. date of birth;
 - b. a physical examination form signed by a physician, physician assistant or advanced practice registered nurse documenting an examination within one (1) year prior to enrollment, and yearly from the date of the initial physical examination thereafter, with a

thirty-day allowance, which form shall provide a statement about the child's general health and the presence of any known medical or emotional illness or disorder that would currently pose a risk to other children or which would currently affect this child's functional ability to participate safely in a day care setting; and

- c. a statement that the child has been screened for risk factors for tuberculosis, as defined by the American Academy of Pediatrics, and for those children with identified risk factors, evidence that the child has been screened for latent tuberculosis infection and if infected, whether they have been treated for such infection;
 - d. **Note: The parent/guardian(s) is (are) required to update this form yearly.**
6. An immunization record that includes the month, day and year of each immunization required for admission.
 - a. **Note: The parent/guardian(s) is (are) required to update this form yearly.**
 - b. **If the child is between the ages of 6 months to 59 months, proof of annual influenza vaccination is required. Vaccine must be administered between September and December annually. If the child is enrolled after March 31st, the requirement is waived until the next flu season begins.**
 7. A signed financial contract (updated annually);
 8. Receipt of tuition deposit and annual registration fee;
 9. a copy of any custody agreements that are in effect;
 10. Parent/guardian acknowledgement of receipt and review of the following WCCC policies:
 - a. Management of Child Behavior/Discipline Policy
 - b. Abuse and Neglect Policy/Mandated Reporting
 - c. Emergency Procedures
 - d. Medical Emergencies

Tuition Policy

The policy of the Warren Church Community Childcare and Preschool Board of Directors is that all payments be made for program contracted whether or not the child is absent due to illness or family vacations. In the event of an extended illness, the Board will meet with the family to determine tuition arrangements on a case-by-case basis.

Childcare Tuition

Parent/guardian(s) will be charged a weekly rate according to the age of the child and the number of hours attending. Childcare tuition is assessed for the

entire enrollment period, regardless of whether or not the child attends.

Tuition charges will not be assessed during the two weeks of shut down each year. An approved rate schedule is available at the time of registration.

Tuition may not be assessed for a long-term illness, on a case-by case basis, and at the discretion of the Board of Directors; however, parents/guardians must pay for snow days and sick days as well as the first week of a long-term illness.

During an extended illness, parents/guardians are responsible for tuition payment for at least the first week. Tuition fees assessed for the remainder of the illness will be at the discretion of the Board of Directors, and will be determined on a case-by-case basis. The child's space will be held for one month. If the child does not return within this time, the space may be filled.

The Board of Directors reserves the right to change the fee schedule for the good of the Childcare. Parent/guardian(s) will receive a minimum of 30 days-notice prior to the tuition change.

Tuition is due weekly. Parents/guardians wishing to pay monthly may do so by making arrangements with the Director. Monthly payments are due at the beginning of the month. A minimum of 5 hours per week is charged for part-time attendance. The tuition deposit will be considered payment for the final week of your enrollment period.

Tuition is due, even if a child is absent on a scheduled day.

Late Payment Policy

Tuition is due the first day of the week (Monday). If current payment is not received by Thursday, a past-due notice will be sent out. If account is not made current (i.e. past-due and currently due payments are not received) by the following Monday, ability to attend the center will be suspended until the account is current. Continued late payments will result in loss of the child's space.

Parents/guardians wishing to pay annually may do so by making arrangements with the Director and will be eligible for a 10% tuition discount. Annual payment for the enrollment period is due by September 1st each year.

Forms of Payment

The following forms of payment are accepted: personal check, money orders and bank checks. Cash will be

accepted only if the funds are secure in an envelope with the child's name on it. A numbered, carbon-copy receipt will be filled out for all cash payments. Credit/debit card payments are not accepted.

Additional Charges and Fees

Returned Check Fee:

The Warren Church Community Childcare and Preschool will charge a \$30.00 fee for returned checks. Full payment, including fee, is due upon receipt of invoice.

If the Childcare/Preschool receives two insufficient checks, the center will only accept a certified bank check, money order or cash for the duration of the enrollment period.

Late pickup/Early drop off fee

A late pick up fee of \$5.00 for the *first ten* (10) minutes late will be charged and \$5.00 for *every five* (5) minutes late thereafter. Fees will be due with the next payment. Continued lateness may result in loss of childcare privileges. If a late pick-up is anticipated, the parent/guardian must contact the Childcare/Preschool at their earliest convenience.

Children **may not** be dropped off earlier than their registered time unless special arrangements have been made with the Director. An early drop off fee of \$10.00, plus the applicable hourly charge will be applied to the weekly tuition. Likewise, all changes in schedule need to be approved by the Director.

Attendance Policy

The policy of the Warren Church Community Childcare and Preschool Board of Directors is that all payments be made for program contracted whether or not the child is absent due to illness or family vacations. In the event of an extended illness, the Board will meet with the family to determine tuition arrangements on a case-by-case basis.

Parents/Guardians contract with the Warren Church Community Childcare and Preschool to have their child attend specific programs on specific days. The Childcare acknowledges that children may be absent due to illness or family vacation. Requests for additional hours/days or schedule changes must be made in writing and are subject to approval at the Director's discretion.

Parents/guardians are responsible for notifying the Childcare, in writing, of any scheduled absences. Parents/guardians are responsible for tuition of contracted days, even if the child does not attend, be it due to illness, family vacation, holiday or snow day.

If the child will not attend the Childcare or the Preschool due to illness, parents must notify the Director at 860-868-2236 by 8:00 am.

If the child is absent due to an extended illness, parents will provide a doctor's note documenting the illness.

Vacation Policy

The Warren Church Community Childcare will close its doors two weeks each year. Exact weeks can be obtained at the time of registration.

Tuition fees are assessed for the remainder of the enrollment period. Any additional time taken for voluntary non-attendance does not have any effect on the weekly tuition.

Holiday Closings and Snow Days

The Warren Church Community Childcare and Preschool observes the following Holidays:

- New Year's Day
- Good Friday
- Memorial Day (Observed)
- July 4th
- Labor Day (Observed)
- Thanksgiving
- Friday after Thanksgiving
- Christmas

In the event that one of the above holidays should fall on a Saturday or Sunday, the Childcare reserves the right to observe the holiday on the Friday before or the Monday after the actual holiday.

The Childcare will close its doors at 3:00 pm on *Christmas Eve Day* and *New Year's Eve Day* if Christmas and New Year's Day do not fall on a Saturday.

The Warren Church Community Childcare reserves the option to close the day after Christmas. The Childcare Board will review the holiday closings for the following year each November and parents/guardians will be notified every December of the actual closing dates.

Whenever a change is made to this policy before the November meeting of the Board, parents/guardians will receive a minimum of thirty (30) days-notice prior to the change.

Parents/guardians are responsible for tuition if a holiday or snow day occurs on a day where the child is scheduled to attend.

Provisional Enrollment Policy

The first thirty (30) days of enrollment will be considered a provisional period that the Childcare/Preschool and child have together to find out if this is a good match for both. Parents/guardians, who withdraw their children during this time, are only financially responsible for the time the child attends and are not required to give prior notice. The Childcare reserves the right to have the child removed during the first thirty (30) day provisional period if it's determined that the child and Childcare are not a good match. Registration fee is non-refundable.

Withdrawal Policy

The Director of the Warren Church Community Childcare may repeal a child's enrollment if:

- A child becomes a threat to the safety of the other children in our care. The Childcare/Preschool has the right to require the parents to make alternative arrangements for their child. Staff will make verbal and written communication to parents regarding inappropriate behavior. Violence towards other children, biting, kicking or any physical outburst that could cause personal harm to the others in our care is ground for withdrawal. After two written warnings of such behavior, the parents will be given two (2) weeks to find alternative arrangements.
- It becomes evident by the behavior of any child that they are unhappy or uncomfortable with the atmosphere of the Childcare. With the overall well-being and development of your child as our primary concern, we understand that this center may not serve the emotional or social needs of all children. The staff will document specific comments and behavior, and share this information with the parents. We will suggest that an alternative arrangement be made in the best interest of your child. Open communication will be held to determine the next step.

Parents/guardians have the right to withdraw their child from the Childcare without explanation. A two-week written notice is required. If two-week's written notice is not provided, the one-week's tuition deposit is forfeited.

Early Withdrawal:

Parents/guardians who withdraw their child without two-week's notice are financially responsible for the final two weeks.

Parents/guardians withdrawing their child from the Preschool Program after the provisional enrollment time will forfeit their one-week's tuition deposit unless the vacancy can be filled.

We believe that your insight and experience gives you the right to make these decisions.

Arrival and Departure Policy

Arrival

It is the responsibility of the parent/guardian to either provide for or arrange for transportation to and from the Warren Church Community Childcare and Preschool.

Upon arrival, parents/guardians must sign their child in on the Daily Attendance Log located near the entry of each classroom. These logs will be kept on file at the facility for at least two (2) years, showing the specific times of arrival and departure.

Departure/Release

In order for a child to be released from the Childcare at the close of his/her day the following must occur:

1. The parent/guardian of the child will arrive and sign out the child from the Daily Attendance Log.
2. The child's belongings will be organized and the child will be released to the parent/guardian.

*****Please see Alternate Pick-up Policy if the child will be released to an individual other than the parent/guardian.*****

Early Arrival

Children may not be dropped off earlier than their registered time unless special arrangements have been made with the Director. If a parent/guardian needs to have their child(ren) brought to the Childcare prior to the registered time, they must call the Head Teacher/Director to make arrangements. If teacher/child ratios are not within regulatory compliance at the time of early arrival, the child(ren) may not be allowed to stay at the Childcare without their parent/guardian remaining with them.

A \$10.00 fee will be assessed for all early arrivals, in addition to the hourly charge incurred, and will be due with the next tuition payment.

Late Pickup

If a child is left at the Childcare after closing time, staff will attempt to reach a parent/guardian at all telephone numbers listed on file. If staff is unable to reach anyone on the pre-authorized list after one (1) hour the State Police and Department of Children and Families must be called.

A fee of \$5.00 for the **first** ten (10) minutes late will be charged and \$5.00 for **every five** (5) minutes late thereafter. Fees will be due with the next tuition payment. Continued lateness may result in loss of childcare privileges. If a late pick-up is anticipated, the

parent/guardian must contact the Childcare/Preschool at their earliest convenience.

Parent/Guardian Access

The parent/guardian shall have immediate access to the Childcare during the hours of operation, unless otherwise prohibited by law.

Medication Administration Policy

The staff members of the Warren Church Community Childcare and Preschool may administer non-prescription medications as listed below.

Staff members are trained to administer prescription medication only in emergency situations. These medications are restricted to Epi-pens for allergic reactions and rescue inhalers for asthma. These medications must be in a sealed, premeasured, commercially prepared form that is labeled with the child's full name, the name of the medication, and the directions for administration. Parents/guardians must provide a completed, written physician authorization for the administration of the medication and a signed parental consent form.

- Diaper changing ointment free of antibiotic, antifungal or steroidal components
- Medicated powders
- Teething medications
- Sunscreen-free of amino benzoic acid (PABA) or its derivatives
- Insect repellent

Written permission will be required by the parent/guardian before any non-prescription topical medications will be administered. It is the responsibility of the parent/guardian to complete the authorization form titled: *Administration of Non-prescription Topical Medications*. The medication administration log and parental permission form shall become part of the child's health care record when the course of the medication has ended. Parents/guardians will provide a statement indicating the medication has been previously administered without adverse affect.

All medication shall be stored in the original container and shall contain the following information on the container or packaging indicating:

1. The individual child's full name
2. The name of the medication
3. Directions for the medication's administration.

Upon completion of the medication course, expiration of the authorization and /or withdrawal of the child from the

program the medication authorization form will be documented with the date the medication was returned to the parent/guardian and signed by the staff member returning the medication.

Medical Emergencies

Prior to enrollment, parents/guardians will sign an Authorization for Emergency Medical Treatment, a copy of which will be kept in the child's file and on the classroom clipboard.

In the event of a serious accident or illness, the Childcare staff will make every attempt to contact a parent/guardian at all telephone numbers listed. Once a parent/guardian has been reached, it is their responsibility to be present with the child as soon as possible.

It is the parent/guardian's responsibility to provide accurate and up-to-date emergency contact information and information on known allergies or medical conditions of the child. This information is to be updated annually.

All staff members are trained in basic first aid and CPR. If a child is injured, the teacher will assess the injury, administer first aid, and, if indicated, call 911. The Director will be notified of all injuries.

If the injury is more serious or 911 is called, the parent/guardian will be notified via telephone. If emergency transport is needed the child will be taken to New Milford Hospital unless medical consideration dictates otherwise. In such cases, the Childcare/Preschool depends upon the accuracy of the information of the child's medical form submitted at the time of enrollment. The Director, Head Teacher or designee will accompany the child on the ambulance if a parent/guardian is unable to.

For any accident resulting in an injury (minor: cuts, scrapes, falls, bites, etc. or serious) to a child or in emergency transport of a child, an occurrence report will be completed; the original will be kept in the child's file and a copy will be given to the parents/guardians that same day.

Any bills incurred as a result of emergency medical treatment will be the responsibility of the parent/guardian.

Sick Policy

In cases when a child becomes ill at the center, the teacher reports to the Director that the child is sick. The Director notifies parent(s). If parent(s) cannot be reached, the Director notifies another person responsible for the child, whom has been designated by the parent

upon registration for pickup. The child will be separated, made comfortable in the office, and given personal care while waiting for parent to arrive. Pick-up should be within one (1) hour of when the parent or other authorized person was called.

Your child **may not** attend if any of the following symptoms are present:

- Fever of 100.4 or higher within the last 24 hours
- Diarrhea/vomiting within the last 24 hours
- Rash of unknown origin
- Any type of discharge from the eyes
- Green or yellow discharge from the nose
- Head lice
- Chickenpox
- Productive cough
- Scabies
- Impetigo

Your child **may return** when:

- Symptoms have no longer been present for 24 hours
- A full 24 hours of antibiotic therapy has been given
- A doctor's note in cases of children with severe illness
- Chickenpox: may return after all lesions have crusted
- Scabies: may return after treatment
- Head lice: may return after treatment and have no nits

Do not send a sick child to Childcare or Preschool. The only way to help prevent the spread of illness is to keep children home when they are obviously contagious. Please notify the Childcare/Preschool if your child develops a contagious illness so that the other children can be observed for symptoms.

Outdoor play is part of the daily program unless it is raining or bitter cold. Therefore, all children must be dressed well enough to take part in outdoor play. It is recommended that a full change of clothes, including socks and underwear, be available at all times.

Meals and Snacks

Parents will provide a nutritional breakfast, lunch, snack and all beverages for their child. The Childcare/Preschool does not have large enough refrigerators to keep additional days of food for the children. No meals will be provided by the Childcare/Preschool.

Children will be given the opportunity to eat what their parents pack for them including all snacks. The Childcare/Preschool **does not** have the authority to make the children eat everything or withhold food as a

discipline measure. The Childcare/ Preschool does encourage healthy snacks and meals.

Due to the increasing incidence of food allergies, the WCCC is a nut safe program. Please read all food labels carefully and send food in the original packaging, avoiding tree nuts whenever possible. Staff at WCCC will not allow children to share snacks, in order to avoid the inadvertent triggering of an allergic reaction.

Since the Childcare/Preschool does not keep a supply of paper plates, cups and eating utensils on hand, we request that parents provide their children with the proper eating utensils and plates.

All containers, including bottles and thermoses **must** be labeled with the child's name.

Children will be given the opportunity to dispose of their own garbage in designated trash bins to reinforce self-help skills.

Food Allergy Policy

Food allergies are a growing concern in schools across America. A child with a serious food allergy can suffer a reaction merely by touching an allergen containing food.

Therefore, Warren Church Community Childcare and Preschool has the following safety guidelines:

1. Food containing peanuts or tree nuts shall not be eaten as snacks in the classroom.
2. The Childcare will not do any classroom projects that involve peanut butter.
3. Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If parents wish to send in baked goods, please take care with the ingredients. Please list ingredients on the outside of the package. Please let the teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.
4. Food at holiday parties will be kept to a minimum.
5. Parents/guardians must sign a permission form indicating their consent to have their child consume food purchased or prepared by someone else while they are at the Childcare.

Children with a severe food allergy will have an individualized plan, developed by parents/guardians and the Childcare staff, to address individual needs.

The Childcare will have at least one person certified in the administration of the Epi-pen on staff at all times when a child with a food allergy is in attendance.

Hand Washing/Toileting Policy

Diapering:

We follow a triple precaution diapering procedure. Infants are always changed on a diaper changing table. Older children may be changed on the table and/or in the lavatory. The table is cleaned with disinfectant cleanser before each child is diapered.

Toileting/Potty Training:

We encourage you to work with your child's teacher when it is time to potty train. We want to be consistent at school like you are at home. While potty training, please do not dress your child in clothing that has snaps, buttons or bibs. For sanitary reasons, underwear may not be worn until your child is completely potty trained. Children entering the 3-year-old Preschool program must be potty-trained.

Toileting procedures are in accordance with requests of parents in a manner that is consistent with each child's physical and emotional abilities and in compliance with state regulations. Children are supervised by a staff member while in the bathroom area and assisted by a staff member when necessary. If a student needs help wiping, a staff member will use universal precautions. Staff member will then dispose of gloves in a covered receptacle and wash their hands before returning to the classroom.

If a student soils themselves a staff member will accompany the student to the bathroom. Staff member will use universal precautions, changing student's soiled clothing, placing soiled clothing in a plastic bag that is put into the student's backpack. Clean clothing from the student's backpack will be put on the child. Staff member will wash hands before returning to the classroom.

Hand Washing:

All students must wash hands after using the toilet. Staff members ensure that children wash their hands with soap and water after toileting. Paper towels are provided for each child's use.

One Staff member will accompany all students to the sink for hand washing before snack/lunch is served. Each student will be required to wash his or her hands before eating snack or lunch.

Clothing

All changes of clothing and outerwear **must be labeled**. The center is not responsible for lost or stolen clothing.

It is the parent/guardian's responsibility to ensure the child is properly attired for the current season. A complete change of clothes, appropriate for the season, needs to be left at the Childcare for emergency use.

A complete supply of changes should be available in the backpack in case of accidents. All bags and backpacks should be marked with the child's name.

Personal Items

Please label all personal items (boxes, clothing, blankets, special toys, lunch containers, backpacks, diaper bags, bottles, etc.) with your child's first and last name in order to ensure there is no confusion during the course of the day or during pick-up hours.

Discipline Policy

Under **NO** circumstance will a staff member engage in, or allow, verbal abuse, physical abuse, humiliation or corporal punishment in the discipline of a child. Any discipline action intended to frighten a child will not be tolerated. Furthermore, a child will not be neglected as a form of punishment. We will not physically restrain any child, unless the immediate safety of the child or another individual is at stake, and will use the least restrictive methods, as appropriate.

A staff member will be present with the child at all times during any type of disciplinary action. We will not dwell on a child's mistake, or humiliate a child in any way. Instead, we will encourage the child to move on and focus on the positive. We will try to anticipate and plan ahead to head-off potential discipline problems. Children will be encouraged to respect the needs of others and become responsible group members. We will further encourage them to adapt to simple rules and routines.

Employees will practice the following discipline strategies:

- **Positive Reinforcement:** Children will be encouraged, through positive reinforcement to understand their choices and be reinforced for their positive ones (e.g. sticker charts)
- **Setting Limits:** Staff will verbalize and repeat clear expectations for behavior. Children need to be told what behavior is appropriate. They will be praised for compliance and calmly reminded of limits as necessary.
- **Redirection:** staff will intervene by directing a child's attention away from a potential problem. This strategy is also useful for preventing negative interactions from escalating.
- **Break Time:** Toddlers may be given a brief, 1-2 minute, "Break Time"

- **Temporary Removal:** Will be utilized only after redirection has not worked, or in extreme situations. Children will be temporarily removed from the group to protect their dignity and prevent other children from getting hurt. Staff will be trained to take the child aside to help him/her regain composure. The child will be asked to sit quietly and take a break to re-collect their self and “think” about their behavior. The child will sit for one minute per year of age, not to exceed five (5) minutes. Once the child has their “thinking” time, the caregiver will talk with the child about what caused the behavior and how they are feeling. They will redefine the limits and plan more positive alternatives together. The child will then rejoin the group. Temporary removal shall start with children three (3) and over.

If disruptive behaviors are repetitive and/or threaten the safety of the other children in the group, the Head Teacher/Director may intervene to help the teacher re-establish order. This could include assisting in the room, removing a child from the room who is having difficulty, and/or calling the parent(s). After the first serious incident a meeting will be set up to develop a plan of action to help the child manage their behavior. After two (2) written warnings of such behavior, the parents will be given two-week’s notice to find alternative arrangements for childcare.

Staff will protect the dignity and self-esteem of all children and will model pro-social behaviors such as courtesy, kindness, cooperation, acceptance and forgiveness. Staff will not interrupt a child’s creative learning process and will allow children to follow their creative initiatives, within the safety limits. Abusive, neglectful or corporal punishment *will not* be tolerated under any circumstance.

Abuse and Neglect Policy

PUBLIC POLICY OF THE STATE OF CONNECTICUT:

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

PURPOSE:

It is the responsibility of the Warren Congregational Community Childcare to provide a safe and nurturing environment for each child enrolled in the facility. Staff members will be properly trained and constantly vigilant for any type of suspected or actual abuse or neglect of a

child. Should abuse or neglect be suspected, the appropriate steps will be taken as mandated by Connecticut State Statutes.

DEFINITIONS OF ABUSE AND NEGLECT:

Child Abuse: any child or youth who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect: any child or youth who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his wellbeing.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not of itself constitute neglect or maltreatment.

WHAT MUST BE REPORTED?

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes §46b-120)

When making a report, a mandated reporter is required to provide the following information, if known:

1. The names and addresses of the child and his parents or other person responsible for his care;
2. The age of the child;
3. The gender of the child;
4. The nature and extent of the child’s injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;

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6. Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings;
7. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
9. The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (PA 11-93 §15).

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding
- a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

An oral report shall be made by a mandated reporter by telephone or in person to the **DCF Child Abuse and Neglect Hotline (1-800-842-2288)** or to a law enforcement agency as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. If a law enforcement agency receives an oral report, it shall immediately notify Hotline. DCF is required to tape record all reports to the Hotline.

Within forty-eight hours of making an oral report, a mandated reporter shall submit a written report to the DCF Hotline using form DCF-136 *Report of Suspected Child Abuse/Neglect*.

A copy of this form must be kept in the child's file.

When the report concerns an employee of a facility or institution which is licensed by the State, the mandated reporter shall also send a copy of the written report to the executive head of the state licensing agency:

*Department of Public Health Child Day Care
Licensing Program
410 Capitol Ave.
MS#12DAC
P.O. Box 340308
Hartford, CT 06134-0308.*

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

Immunity and Penalty

Mandated reporters are required to make a referral to the DCF Hotline as soon as practical **but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children**. Any person required to report who fails to make such report or fails to make such report within the time period prescribed (in sections 17a-101b to 17a-101d), could be fined not less than five hundred dollars and not more than two thousand five hundred dollars and could be required to participate in an educational and training program (pursuant to subsection (d) of section 17a-101). The Department shall promptly notify the Chief State's Attorney when there is reason to believe that any such person has failed to make a report in accordance with this section.

Immunity from civil or criminal liability is granted to people who make required reports in good faith. Immunity is also granted to people who in good faith have not reported.

Anyone who knowingly makes a false report of child abuse or neglect shall be fined up to \$2,000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.

Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The Attorney General can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

- When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the

child, the person in charge of the school or facility must notify the child's parent or other person responsible for the child's care that a report has been made. It is DCF's responsibility to notify the head of such school, facility or institution that a report has been made.

- Health care professionals may need to talk with parents to assess the cause of the child's injury(ies). Mental health professionals or members of the clergy may want to talk with the parents to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation.

Suspected Abuse by a Member of an Institution or Facility Providing Child Care

Mandated reporters are also required to report when they have reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for children. DCF must notify the head of the institution or facility providing child care that a report has been made, except in circumstances when such person is the alleged perpetrator.

Whenever DCF, based on the results of an investigation, has reasonable cause to believe that that a child has been abused or neglected by a staff member of a public or private institution or facility providing child care, DCF shall notify the executive director of the institution, school, or facility in not less than five working days. DCF shall also provide records concerning the investigation to the executive director. If the facility is licensed by the state for the caring of children, DCF shall notify the state agency that licenses it and provide records concerning the investigation.

Open Door Policy

The Warren Church Community Childcare and Preschool believes in and encourages a complete open door policy. All parents/guardians are welcome throughout the day to visit, participate, or simply watch as the day unfolds.

Parents/guardians are encouraged to meet with the Director and teachers and express their thoughts and concerns about the program or their children at any time.

Parents/guardians are asked to sign in and out upon arrival and departure of the Childcare/Preschool. We request that guests be announced and be accompanied by parents/guardians at all times (guests should be kept to a single individual at one time).

Staff reserves the right to limit the visit(s) if the situation warrants it.

If the parent is removing the child from the center during the day, parents must sign the child out when leaving and sign the child in upon return.

Parental Involvement

Parent/guardian involvement in our Childcare/ Preschool will be encouraged and very much appreciated. Some ways parents/guardians could participate are:

Volunteering to assist teachers in the classrooms (reading a story, painting, etc.)

Help supervise field trips

Help with fundraisers

Help plan school get-togethers where parents can meet other parents

Stopping by and observing the daily activities

Stuffing envelopes, i.e. newsletters, notices, field trip, fundraisers, etc.

Helping out at the Warren Fall Festival

Attend Board Meetings

Serve on the Parent Advisory Committee

Transportation Policy

During the school year, children will take the Region 6 bus to and from Warren Church Community Childcare and Warren Elementary School. A WCCC staff member will accompany children to the bus stop at the end of the Warren Church driveway.

The bus will pick up school age children at approximately 8:30 am at the Church's driveway and transport to the Warren Elementary School.

Children will be dropped off following school dismissal, at approximately 3:25 pm at the Church's driveway, where a WCCC staff member will be waiting.

The bus pick-up time at WCCC for a 2-hour delayed opening at Warren Elementary will be approximately 10:30 am.

The bus drop-off time at WCCC for an early dismissal from Warren Elementary will be approximately 1:25 pm.

Field Trip Transportation

In case of a scheduled fieldtrip where motorized transportation is needed, children will ride on a mini-bus with seat belts if possible, rented from a local bus company or from Education Connection. Permission slips with parental consent will be required before children are allowed to board the bus. Childcare staff will

accompany children on the bus at all times. Parents/guardians will be notified of field trip expenses in advance.

For field trips where only a small group of children will attend, parent/guardians may be asked to provide transportation for the children.

Fire Evacuation Procedures

Staff personnel and children will walk in an orderly fashion to the Warren Volunteer Fire Company located at 11 Sackett Hill Road.

NOTE: If the Fire Company is unavailable for any reason, the Center will evacuate to the alternate evacuation site: Warren Community Center at 7 Sackett Hill Road.

The Director or designee will take attendance immediately upon arrival at the evacuation site. Staff will evacuate the building with the Emergency Fly-away kit, daily attendance records, which contain the names and telephone numbers of all children present and the parent(s) contact number (the clipboard and Parent Sign-in/out log). In case of a fire, the children and staff will remain at the evacuation site to await parent pick-up. Parents will be notified by telephone and by radio broadcast on WZBG (97.3 FM).

Weather Emergencies

In case of inclement weather, the Director will evaluate the situation based on information received. In the event the Childcare closes or has a delayed opening, the changes will be broadcast on the major TV channels and radio stations.

Late openings and early dismissals will be scheduled based on the Director's and /or Board of Directors' evaluation of the situation. Childcare parents may be called to inform them of closings.

TV Channels:	Radio Stations:
WFSB	WZBG (97.3 FM)
WVIT	
WTNH	

Natural Disaster Plan

The Warren Church Parish Hall will provide coverage for staff and children in case of a natural disaster, i.e. hurricane, tornado, etc. The Parish Hall downstairs has classrooms and a hall area which is located underground. Children will be taken to the Library room on the ground floor for safety in case of a disaster.

Power Failure

In case of a power failure within the building, the Director or designee will evaluate the situation. Maintenance personnel will be called to repair the damage if needed. If the power outage is determined to last longer than one hour, children and staff will be evacuated to the Warren Volunteer Fire Company located at 11 Sackett Hill Road. Staff will evacuate the building with the Emergency Fly-away kit, a First Aid kit and daily attendance log (clipboard and Parent Sign-in/out log), which contain the names and phone numbers of all children present and their parent(s) contact number. The Director or designee will take attendance immediately upon arrival at the evacuation site. Parents will be telephoned and directed to pick up their children at the Warren Volunteer Fire Company instead of the Childcare center.

When a power failure is due to power lines down; the Director or designee will contact CL&P to find out what the situation is and what the time frame of the outage will be. If the outage is to be longer than one hour parents will be notified that the Childcare center will be closing due to a power outage. The Director or designee will determine the closing time and parents will be notified by telephone to pick up their children by the time set.

Emergency Evacuation Plans

Transportation for evacuation

Staff and children will walk to the Warren Volunteer Fire Company, in an orderly fashion. Upon arrival at the Fire House, the Director or designee will take attendance immediately. Parents will be notified by telephone of their child's whereabouts and the reason for the evacuation.

Lockdown:

In case of an emergent situation where the Childcare must enter into "Lockdown" the following procedure will be observed:

- All doors and windows will be locked, lights turned off, blinds pulled down/closed. All computers will be turned off.
- Children will sit on the floor by an interior wall with the teacher until the "Lockdown" is over.

Complaints

The Warren Church Community Childcare and Preschool offers a well-rounded educational program for all children. Should a parent have any concerns regarding any facet of the program that cannot be resolved with your child(ren)'s teacher, please contact the Director at the Childcare and Preschool.

If you need further assistance write to:

Chairperson, Board of Directors
c/o The Warren Church Community Childcare and
Preschool
4 Sackett Hill Road,
Warren, CT 06754
(860) 868-2236

Or you may contact the Department of Public Health
Child Day Care Licensing Program at 410 Capitol Ave.,
MS#12DAC, P.O. Box 340308, Hartford, CT 06134-
0308. Tel: 860-282-6063.

Parents' Supply List

Infant/Toddlers

Daily amount of disposable diapers
Daily amount of disposable baby wipes
Two complete changes of clothes (undershirts, socks, etc)
one sweater or jacket
two crib sheets
one crib blanket
two to three bibs
pacifier, security object or toy, as needed
diaper lotion, if needed
formula, milk and juice filled bottles (labeled with child's name)
solid food – child's regular daily menu
spoon, bowls, sippie cup, regular cups, forks
burping cloth
security or transitional blanket or toy
pictures of family members that can be left at the Childcare

Note: Open jars of food or formula cannot be left overnight at the Childcare.

Soiled bedding and clothing will be sent home in a plastic bag. Parents will be expected to bring clean clothing and bedding to center when they return the next day with their child.

All children's linens shall be washed at least weekly and as needed. The Childcare must have a clean supply of bedding available for each child at all times.

Preschoolers

****Nut Safe Snacks****

Nutritional snack and lunch (please put an ice pack in the lunch box)
Afternoon snack (if attending full day)
A week's supply of a non-perishable snack may be kept in the child's cubby. Please label box.
Cot-sized sheet and blanket, and favorite stuffed toy (if attending full day)
Change of clothes (pants, underwear, socks, shirts, etc.)
Appropriate clothes for outside activities (snow boots, snow pants, gloves/mittens, hats, jackets, etc.)

School age

****Nut Safe Snacks****

Nutritional morning and lunch (please put an ice pack in the lunch box) if attending a full day
Afternoon snack
A week's supply of a non-perishable snack may be kept in the child's cubby. Please label box.
Change of clothes (pants, underwear, socks, shirts, etc.)
Appropriate clothes for outside activities (snow boots, snow pants, gloves/mittens, hats, jackets, etc.)

Notes