

Red Sneakers Of Lebanon, LLC. Parent Handbook

About Red Sneakers

Philosophy and Goals

We understand the difficult decision parents must face when choosing a childcare center for their child. We are dedicated to making your child's experience with Red Sneakers positive and rewarding.

Red Sneakers of Lebanon, LLC is committed to providing quality child care and a developmentally appropriate early childhood education. It is our goal to provide your child with a happy, healthy, socially well-adjusted positive atmosphere.

We regard children as individuals and recognize that each child's skills and talents vary. We believe that once children become part of a social group made up of other children and adults it is time to build up independence. Independence gives them the ability to make choices and must develop in stages according to their age, ability and level of understanding. Carrying their own papers and backpacks, washing their hands, opening items at lunchtime, etc. are important tasks in building a child's confidence.

We believe that during a child's early years they will learn basic social, emotional, intellectual and physical skills. Red Sneakers provides this through our educational programs, planned activities and free play periods throughout their day.

We believe that children need to express themselves doing their own art work and choosing their own play themes.

We believe that children learn in developmental stages and the information they receive must be clear and appropriate to their level of understanding.

We believe in the importance of play. We believe that most social and cognitive skills are learned through play and that time and opportunity must be given to encourage the development of these skills.

We believe in a sense of community and responsibility to others.

We believe that learning can be fun.

Program

We provide a balance of directed activities, music, dramatic play, outdoor play, storytelling and creative movement under the direction of professional caring people.

We work closely with you, the parent, and the School System to provide easy entry into a larger educational system when the time comes.

The Red Sneakers Staff

Our staff members are educated and experienced early childhood teachers and aides who participate in a continuous program of in-service education workshops and conferences on both the regional and state level. Our teachers provide experiences that meet children's needs and stimulate learning in these areas of development: physical, social, intellectual and emotional. Our teachers will provide children with a variety of learning areas so they can independently select their own activities. Our teachers will encourage the development of self-control in the children by using positive techniques such as modeling appropriate behavior, encouraging expected behavior, redirecting children to more acceptable activities and setting clear limits. Teachers will provide opportunities for children to learn basic math, social studies and science through play and teacher directed activities. Teachers will provide children with daily opportunities to use large and small motor skills express themselves through art and music and show them how reading and writing are useful in letter sounds and words.

We believe in developmentally appropriate practice and work as a team to provide continuity and balance in our program. We are all trained in conflict resolution and problem solving skills and we use this approach when working with children. We all are trained in First Aid and CPR, signs and symptoms of illness, basic childcare, abuse & neglect reporting, curriculum planning, medications, epi-pen, playground safety, behavior & classroom management, policy & procedures.

Our building and Play Yard

Red Sneakers of Lebanon, LLC is a self-contained building located at 312 Village Hill Road in Lebanon Connecticut. Our outdoor play yard is equipped with sturdy and imaginative equipment and is fenced in for safety. Inside we offer a large workroom with ample table space for creative activities and small motor manipulative, a second room for group play and large motor activities, two bathrooms and a small kitchen. Our heating system is radiant heat set into the floor to provide a warm floor surface for the children and to eliminate dangerous radiators with sharp edges and hot spots.

Please come into and leave our parking area slowly. As always, turn your engines off when you get out of your car.

General Information

Admission

All children admitted to Red Sneakers must be 3 years of age and fully potty trained. For September admissions a child is considered to be 3 years of age if his or her birthday is on or before December 31st of that year. The following paperwork must be on file before your child can participate in our program. Enrollment form, Health form, Parent guardian agreement form, Child pickup form and Program policy form.

Program Hours

Childcare program hours are between 7am and 5:30 pm. Our preschool program is included as are snacks. Our preschool and childcare children make up one class of 12 and under and are not separated.

Preschool hours are 8:30-11:30 am. (Earlier if arrangements are made with the staff) Snacks provided.

Afternoon snack is provided. Full childcare is provided for elementary school vacations and snow days. Parents MUST contact us by 9:00 am on any day their child is absent from our program.

Fees and Payment policies

Registration fee and a nonrefundable deposit and insurance fee of \$50.00 is to be paid when you register your child. A non-refundable deposit equal to one week's tuition is due by July 15th for the fall enrollment. If the child does not attend, the deposit is forfeited. This deposit will guarantee the child a space in the center. This security deposit may also be applied to any destruction purposefully and willfully caused by you or your child. Red Sneakers reserves the right to dis-enroll a family at any time. If you are going on vacation please make sure your account is current and paid prior to your vacation.

Parents must give as much notice as possible about any reduction in the child's schedule. In addition, Red Sneakers cannot guarantee that once a child's schedule changes from full time to part time, a full time schedule may not be available. If you withdraw your child from our program early your security deposit is forfeited. Parents must give at least 2 weeks' notice when withdrawing their child from our center. Tuition for the 2 weeks still remains due. If you withdraw for the summer months and need to return in the fall, your child's name will be put on our waiting list, we no longer can hold your spot.

Fees are prepaid weekly, by check or cash and left in the frog mailbox by the logbook. Your check is your receipt. If your employer reimburses you, please leave your voucher, with the appropriate information filled in and it will be signed by the director and returned to you. **Payment is due every Friday by 5:30 for the upcoming week.**

All payments after this time will be considered late and must include the appropriate late fee. Because of our small size we operate on a tight budget and must enforce all late fees. Late payment fee: we charge \$10.00 if paid on the following Monday and \$5.00 for every day after. No child will be allowed to attend the program if payments are left unpaid. Late pick up fees: \$2.00 for every minute after 5:30. We set this fee to discourage late pickups. This fee must cover the overtime wage for two employees. This fee must be paid immediately by check or cash to the staff members working. This fee will be waived in a real crisis. Please remember that our employees have families and events that they need to get to also. If all or some of your tuition is subsidized by Care 4Kids based on a sliding fee, misrepresentation of gross household income may result in the dismissal from the program and or retroactive charges for all unpaid tuition. If you are not able to make payment on time the director has the right to dismiss your child from the center.

Enrollment & Attendance

The enrollment procedure defines the child's weekly schedule (9 Hours) pick and drop off times must be specified on the enrollment form and also on the sign in & out forms. Per state requirements please be sure to sign in and out daily.

All enrollment forms must be accompanied by a check for \$50.00 and one week's tuition as a deposit.

Before any child can attend our program they must have complete forms regarding the child's health and immunizations. These forms include Daily schedule including arrival and pickup times for every day, Health form, Pickup form and enrollment form and parent/guardian agreement form. Parents must also include a program policy form to ensure you are familiar with our program procedures.

Holidays and Closings & Vacations

We are closed for the following holidays and week:

Labor Day	Christmas Eve/Day
New Year's Day	4 th of July
Thanksgiving day/after	Memorial Day

We do, however, charge our regular fees for holiday closings. We will remain open during the summer but close for cleaning and repairs for a week in August before the Lebanon Public School opens in the fall.

Red Sneakers does not give credit for family vacations. Weekly tuition is due regardless of vacations or if a child is sick. If your child is ill, please call to inform us.

Information and Notices

It is your responsibility to read both the Parent Handbook and the notices that are posted next to the log book.

Arrival & Dismissal

Adults must accompany the child into the building each morning. A cubby or hook will be assigned to each child for their coats; hats etc. and we encourage you to allow your child to be as independent as possible. Security items such as blankets are allowed.

We have a time log that must be kept up to date. When you come in please sign the appropriate time of arrival and pick up time.

PLEASE: This is an adult only activity and the book is off limits to the children. This log becomes part of our state records and must be up to date and accurate; it is not a teaching tool for the children.

Snacks

We provide well-balanced snacks and we encourage children to try new foods. We adhere to the state guidelines when writing our menus. Snacks contain two or three of the food groups. Snack means a light meal containing two (2) food groups. Parents must supply their child's lunchbox. Label with their name and provide an ice pack. The center will provide morning and afternoon snack including water or milk.

Our menu is posted on the parent's bulletin board. If your child needs special foods because of allergies we ask that you provide these. If your child wishes to bring foods to share with the class be sure that they are healthy foods such as fruits, veggies, cheese etc. Please check with us first to see if we have any food allergies. Birthday treats from home are fun and we enjoy it when you bring them. Allow your child to be creative with this. Fruits and dips, homemade muffins, ice cream etc. are appreciated.

Parent Involvement

Our center has an open door policy. Parents and guardians are encouraged to visit their child/children whenever possible.

Sick Days

If your child appears ill in the morning please do not send them to school. This will only expose other children to their illness. We want to prevent the spread of germs the best we can. Your child should be allowed to rest in the comfort of their home. To ensure the health and safety of the children, children with any of the following symptoms will not be allowed to remain at school.

Temperature at or above 100, Vomiting, Conjunctivitis (pink eye), Strep throat, head lice, Diarrhea, rashes of unknown origin or the presence of a contagious disease. We ask that you pick up your child within one hour of being notified. They need to be free of any symptoms for 24 hours before returning to Red Sneakers. A child will be able to return to our center if they have been on medicine for a contagious illness for 24 hours or is fever free. Fever free means no medication to reduce the fever. Medication only masks the symptoms for a short time. This is also submitting other children and staff to their disease.

Illness Policy:

Chicken Pox: Incubation period is 7-21 days prior to the first pimple like symptom to appear. Many children experience “flu-like” symptoms, children are contagious for 24-48 hours after the first lesion appears.

Colds: Children will get colds especially during the winter months. If the cold is accompanied by fever, greenish yellow drainage from the nose then the child should be kept home.

Conjunctivitis (pink eye): Pink eye is an extremely contagious illness. Symptoms include “weeping eyes”, many times with a white to greenish-yellow drainage. The child may also complain that their eyes itch or hurt. It is easily treated with a medication from your doctor. Because it is so contagious the child should not return to the center until the eyes have cleared up or two doses of the medication.

Diarrhea/Vomiting: A child who develops diarrhea or vomiting while at the center will be sent home. Diarrhea will consist of three or more loose/liquid stools in a one hour period. Children should be symptom free for 24 hour and be able to tolerate a regular diet before returning.

Ear Infections: All children diagnosed with having an ear infection must be on an antibiotic for 24 hours before returning to the center.

Fever: Children with a temperature 100 degrees or higher should be kept home. A fever is usually the first sign of an illness or an infection, which could be contagious to other children. Children should be fever-free (no medications Tylenol, children’s Advil or Motrin etc.) for 24 hours before returning to the center.

Head Lice:

Check with your doctor or pharmacist for the appropriate shampoo. Bed sheets, pillow cases, clothing, hats and other head gear such as combs, brushes, etc. must be washed in hot water (130 degrees) with soap or detergent. Anything that can’t be washed should be placed in a tightly sealed plastic bag for 10 days. Hair must be fine combed daily for seven days. At the end of seven days repeat the shampoo again.

Impetigo: These lesions may have signs of honey colored drainage. They are found many times on the face. A child is considered contagious until an oral antibiotic has been given for 24 hours.

Slivers: If your child gets a sliver under their skin, we will wash the area thoroughly with soap and water and apply a Band-Aid then you will be notified. We will observe the area for the remainder of the day for signs of infection.

Strep Throat:

Strep Throat is a contagious illness, which must be treated with an antibiotic. Symptoms include sore throat, usually accompanied by a fever and a headache. The child may also complain of a stomach ache. They must be on antibiotic for 24 hours before returning.

Ticks: Ticks can be found in our area. If a tick is found on your child while in our care, you will be notified. Your doctor will be able to advise you about the best way to remove the tick or you may want to have your doctor remove it for you.

Hand, foot and mouth: Symptoms may include sore throat, fever and cold. These are accompanied by a blister type rash on the palms of the hands, soles of the feet and inside the mouth. They may not have all three areas. This virus is not limited to children very often it is passed on to adults in the family. The child cannot return to the center until the blisters are completely gone.

Rashes: An unidentified rash appearing on a child's body must be seen by a doctor. The child cannot return to the center until we receive a written confirmation from the doctor that the rash is not contagious.

Health Forms:

For children below school age, an annual physical exam signed by a licensed physician must be submitted to the center. Immunizations must also be included on this form. A thirty day allowance after an expired physical will be given.

For children 5 years old and above a physical form is required by the State Of Connecticut on the same schedule as the public school system. Exams are required at the beginning of Kindergarten and second grade; completed immunizations records are also required.

Emergency Care

Should your child require emergency medical care, we need to have all emergency numbers on file in case we cannot reach you. In the case of an accident requiring medical attention, an emergency vehicle will be contacted, as well as the parent. If Red Sneakers is not responsible for any expense for medical care or transportation incurred on the child's behalf. If your child requires CPR/1ST Aide, a certified Red Sneakers staff will administer it until emergency professionals arrive.

Calling Red Sneakers

If you need to call us please make your call before 9:30 am, between 2 & 3 pm or after 4:00 pm. These are our free play times and someone can usually give you the attention you need. Calls at any other time might be difficult. We do not feel comfortable answering the phone while we are working with the children or while the children are eating. Emergency calls are appropriate at any time.

Inclement Weather

We do not close for snow days unless an emergency situation has been declared. We do close for loss of power as per state regulations. If we need to close the school or have a late opening please note we will display it on Channel 3 WFSB. This is only in case of extreme emergencies. If you provide an email, if we are able to, we will email you.

Children at Red Sneakers

Starting Their Day

Children feel comfortable in new situations if they know the adults are comfortable and they know what to expect. Try to express a positive attitude about school. If your child senses that you are happy about this new adventure they will adapt quickly. Usually by the time you have reached the car your child is easing into their day. You will soon feel comfortable about your child's first school experience.

Say goodbye with a hug and a quick kiss. We will walk them to the waving window if they would like to wave. Once you have gone we get your child involved in play and project of the day. If your child is having a difficult time at first we will handle it. It stops within a week or two, then pops up again in mid to late October and then everything is fine. Once in a while if your child has been absent due to vacations or illness it may come back for a day or two.

Dis-enrollment of a child due to behaviors:

Each child is considered to be enrolled on an evaluation basis for the first month. Only in extreme cases will it be necessary for us to withdraw your child from the program, but we reserve the right to do so. Biting, Hitting, violent behavior, inappropriate language, etc. will be considered as reasons for dismissal. If a parent refuses to work with the staff in resolving a problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than Red Sneakers can provide, then the child's enrollment is subject to termination. Red Sneakers reserves the right to request the withdrawal of a family at any time without prior notice.

Special Needs

We are trained observers of young children. We can address many special needs at Red Sneakers so that your child will not notice any disruption. If more help is called for we will work with you until you feel comfortable.

Toys

Great care has been given to our toy selection. Our toys are age appropriate. They encourage creativity and help to build good learning skills. We discourage gun or violent play. We try to instill creative play, fairness and a need to share when sharing may be needed. Children learn quickly to balance their own needs and the needs of others in this way.

We also do not have a specific show and tell time. Your child may bring in a small item pertaining to the letter of the week or something related to what we are working on in the curriculum. Any item coming into the school should be non-breakable. No glass please. Red Sneakers is not responsible for lost or damaged toys from home. We discourage bringing them in.

Clothing

PLAYCLOTHES PLEASE. Label all clothing. Send your child in clothing that they can manage. We need to have the children be as independent as possible in the bathroom. T-shirts, sweats and relaxed clothing are the most appropriate. We also prefer that the children wear safe shoes with non-slip bottoms and ties that stay tied or Velcro. We double knot for safety. Most parents are now aware that cords and strings on children's clothing are unsafe and no longer permitted on children's clothing.

We play very hard. We use glue, paint, markers etc. And, we want your children to be proud of what they accomplish and who they are, not what they wear. You might want to assign a special drawer for school clothes and let your child pick out his own. It's fun and interesting to watch what they come up with. It's also a great confidence builder.

Nap Time

Nap time is from 1:00-3:00, if your child doesn't fall asleep one day, we will bring them out after a short rest. If you need your child up early on a particular day please let us know so we can get her up slowly. It usually takes a few weeks for children to regulate a new sleep schedule so let us know how it is going and we can work with you. Teachers will adjust this schedule daily as needed.

Blankets

Each child needs a small size blanket. We send them home to be laundered every Friday. If your child is here Tuesday and Thursday we send them home every other week, please label them.

Security Items

If your child has a small bear, blanket or other security item, please allow them to bring it.

Dismissal

When you arrive to get your child be sure to sign the time in the logbook. Many children are able to put on their own coats and should be encouraged to do so. Each child has a clip above the cubbies for paperwork and it is your job to get this at the end of the day. It's too high for the children and we don't allow climbing or sitting on the cubbies. If we are in the play yard you should say hello to your child as you come into the gate. This will give them some warning that it is time to go. If you need to take a few minutes with one of the teachers, let your child know. When you are ready, tell your child and expect them to go with you. Expect them to get their coat and backpack when you go in to sign them out. Please do not ask your child to wait in the play yard or the car if no one is outside. Children may not be in those areas without an adult and they will know this when we discuss school rules and behavior on the first day. Like the log in book, the gate is an adult only. Never let your child open the gate. Not even if you are standing there. This is one of the safety rules we discuss with the children so always back us up on this please. Please also be considerate and leave your cell phone in your car. Your child is excited to see you and if you are on a cell phone your attention is not directed to them and how their day was.

Rules, Behavior and Developmentally Appropriate Practice

When a child becomes a part of the Red Sneakers family they move from being one of a few in a home setting to one of many in a school setting. This maybe a child's first experience in a social world where he is responsible for his own behavior. Some children ease into this very quickly and thrive in a learning environment where they are expected to work as part of a group as well as individually. They will develop the skills to assess right choices and wrong choices in behavior, take responsibility for their actions, and grow into caring and productive adults.

A child's age, development and experience have a great deal to do with this. A young three year old child still sees themselves as the center of the world and lives accordingly. An older three or four year old wants to work with others, establish play patterns to build friendships and become part of a group. A five year old advances to a more independent and capable stage such as kindergarten and the school bus. These learning styles are the basis for Developmentally Appropriate Practice (DAP).

Children work at a pace that is comfortable for them. If we, as adults, watch closely we can provide them with the means and opportunity to learn and allow them to work according to their own schedule. They will experience challenge and success. This will encourage learning.

Children need consistency to feel safe and secure. It confuses them when one adult tells them one rule and another adult sees it in a different way. Children learn our "school rules" very quickly and they would love to tell you what they are. If you question what they say ask us, they usually get it right. Our rules reflect safety, for the age of the children and the number of the children. For example:

Slides are to be used safely: down only, on our bottom, one at a time.

Sand stays in the sandbox.

Always wash your hands.

Our hands are for helping not hurting.

No grabbing toys use your words.

We do not sit on counters or tables.

There are more, we try to cover all the areas of the school.

Supervision Policy

The staff/child ratio is 1 staff to 10 children over the age of three years old. At no time should the group size exceed 20 over the age of three. Group size shall be observed indoors, outdoors and bathrooms. Staff shall position themselves to see as many

children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHALL BE LEFT ALONE FOR ANY PERIOD OF TIME.

Discipline Policy

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflicts are:

- Positive guidance – When disputes arise among children or between a child and a staff, the staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the children’s ideas whenever possible.
- Setting clear limits – Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- Redirection – A child who may be aggressive or who is disruptive or destructive of other children’s work may be asked to make a activity choice in another area.

The use of time out will be used as a last resort when a child displays and inappropriate behavior. However, the child will be given a warning and choices on how to correct the behavior first. If the child continues the inappropriate behavior then a time out will be given. The teacher will discuss and review the inappropriate behavior which required the time-out.

Staff will continuously supervise children during disciplinary actions. Staff will not be abusive, neglectful or use corporal, humiliating, verbal, physical abuse or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Parties and Birthdays

We do have parties at our school for special occasions. If you would like to help in any way just ask. We love the involvement. If your child is celebrating a birthday at Red Sneakers you can send in a snack if you wish. Please see Snacks. No gifts at school, please. If you are having a home party and would like the names and addresses of some of the children they play with we will be glad to give you a list. Please mail all invitations or call the other parents. We can’t distribute invitations for you. We don’t even get into discussions about children’s birthday parties because others are always hurt that they weren’t invited.

Educational program:

Children at Red Sneakers will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development.

The daily schedule will include opportunity for problem solving experiences that help to formulate language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language
- Motor Activity
- Language learning experiences
- Experiences that promote self-reliance
- Health education practices
- Child initiated and staff initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious snacks
- Toileting and clean up

Administration of Medications:

Red Sneakers will only administer emergency medications which include prescribed inhalers and premeasure commercially prepared injectable medication (i.e. Epi-Pens, Auvi-Q, etc.) non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address and birthdate
- The date the medication order was written

- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of medication administration forms that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization. All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-Pens), glucagon ad asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The center staff will keep accurate documentation of all medications administered. Included, but bot limited in the documentation are:

- Name, address and DOB of child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any mediations errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by written writing when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured

commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to parent/guardian or disposed of if it is not picked up within one week following the termination or the order, in the presence of at least one witness. The center shall keep record of the medications destroyed when shall be signed by both parties.

Red Sneakers Daily Schedule

7 am – Center opens

7:45 Children get bus to LES

8:00 Play centers are open for free play

8:30 Preschoolers arrive

9:00 Circle time, Attendance, Story, Discussion, Music & Movement, Calendar

9:20-9:30 Play room opens for free play

10:15 Pick up and wash for snack

10:30 Snack

11:00 Outside play (weather permitting)

11:30 Preschool dismissal

12:00 Cleanup for lunch

12:45 Quiet story time

1:00 Nap time for some children

2:00-3:00 Wake up time afternoon snack

3:30 Outdoor play (weather permitting)

5:30 Closing time

Red Sneakers Abuse and Neglect Policy

All of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center.

1. Definition:

Child Abuse includes:

-Any non-accidental physical or mental injury (i.e. shaking, beating, burning)

-Any form of sexual abuse (i.e. sexual exploitation)

-Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)

-Emotional abuse: (i.e. excessive belittling, berating or teasing which impairs the child's psychological growth)

-At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as:

A child who has had

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as:

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT statutes 46b-120)

2. Staff responsibilities

As childcare providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

3. Specifics on reporting suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- The reporter's name is required, but may be kept confidential.

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect.
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT general statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his/her position until DCF's investigation is complete. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training:

Staff will be required to attend bi-annual staff meetings, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent bulletin board.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.