



**South Windsor  
Child Development Center**

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# **Family Manual**

**South Windsor Child Development Center**  
**Table of Contents**

Page

1) Overview of South Windsor Child Development Center	3
a) Non-discrimination Policy	
b) Mission Statement	
c) Philosophy	
d) Our Goal	
2) Contact Numbers	4
3) Programs	4
a) Full Day Toddler Program	
b) Full Day Preschool Program	
c) Group Placement and Progression Policy	
4) Admission and Registration	4
a) Registration	
b) Orientation Plan	
5) Fees and Payments	5
a) Payments	
b) Tax and Dependent Care Reimbursement Statements	
c) Care4Kids (child care assistance)	
d) Late Pick-up Policy	
e) Vacation Credits	
f) Dismissal and Withdrawal	
6) Center Closings	7
a) Holidays	
b) Inclement Weather	
c) Professional Development Days	
7) Our Curriculum and Assessments	8
8) Inclusion of Children with Special Needs	9
9) Confidentiality Policy	9
10) Family Partnerships	10
a) Family/Teacher Communication	
b) Administrative Communication	
c) Parent Involvement	
d) Code of Conduct	
11) Arrival and Departure Policy	12
12) Mandated Reporting	13
13) Safety and Supervision	13

a) Emergency Procedures	
14) Discipline Policy	13
a) Aggressive Behavior	
b) Biting	
15) Nutrition	15
a) Feeding	
b) Safe Food Handling Practices	
c) Food Brought From Home	
d) Food Allergies	
e) Feeding of Children with Special Nutritional Needs	
16) Health Policies	16
a) Exclusion of Ill Children	
b) Daily Health Check	
c) Inclusion of Mildly Ill Children	
d) Medication Administration	
e) Application of Insect Repellents and Sunscreen	
f) Asthma Policy	
g) Food or Insect Allergy Policy	
h) Accidents	
i) Severe Medical Emergency	
j) Handwashing Policy	
k) Napping and Resting	
l) Diapers	
m) Toileting	
17) Helpful Information	23
a) Breakfast	
b) Attendance	
c) Photographs and Publicity	
d) Field Trips	
e) Clothing	
f) Birthdays	
g) Personal Belongings Policy	
h) Babysitting	
i) Parking	
18) Parent Agreement	26

**SOUTH WINDSOR CHILD DEVELOPMENT CENTER**  
**1333 Sullivan Avenue**  
**PO Box 1161**  
**South Windsor, CT 06074**

The South Windsor Child Development Center is a nonprofit, inter-racial, non-sectarian organization offering quality nursery school and full day programs to families living in South Windsor and surrounding communities. We are accredited through the National Association for the Education of Young Children (NAEYC). The Connecticut Office of Early Childhood licenses the Center.

The Board of Directors, which is composed of volunteers (generally, community members and parents), is the policy-making body for the Center. Parents may direct questions and concerns to the members of the Board. A list of the Board members is posted on the parent bulletin board.

The Director is responsible for administering policies, developing and evaluating the curriculum and staff, as well as managing the day-to-day operation of the center. The Director belongs to the National Association for the Education of Young Children. The staff regularly participates in continuing education in child development. Questions concerning the program, fees, or other issues should be addressed to the Director.

Policies and procedures are put in place to provide guidance, best practice and structure of the South Windsor Child Development Center. If the Director feels a decision needs to be made for the health, safety or well-being of a child, family or staff member, policies are at the discretion of the director and/or the board of directors.

The teaching staff consists of qualified, experienced individuals who are responsible for the daily program, curriculum and evaluation. Parents may direct any specific questions concerning their child to the staff. Conferences are scheduled twice a year. Parents may, however, request a conference at any time. We believe in working closely and cooperatively together with our parents.

**NON-DISCRIMINATION POLICY**

South Windsor Child Development Center accords all children the same, rights, privileges, programs, and activities. We do not discriminate on the basis of race, color, national or ethnic origin, or any other class protected by State or Federal law in the administration of our admission, educational or hiring policies.

**MISSION STATEMENT**

Our mission is to provide the highest quality child care and early education in a safe, diverse environment based on mutual respect and trust where all children and families feel welcomed.

**OUR PHILOSOPHY**

At SWCDC it is our belief that children will reach their full potential in an environment that values the bond between child and family, thus helping children feel secure. Within this caring, nurturing environment, a play-based curriculum supports the developmental domains of the whole child which include social/emotional, cognitive, creative and physical. The interests and needs of the children are identified to assist the teachers in providing a curriculum that is meaningful and interesting to the children. This approach offers children intentionally planned activities that supply opportunities to make decisions, manipulate materials and learn new concepts through active exploration. Also, active teacher facilitation assists children with learning skills that promote acceptable ways of expressing feelings and the means to develop and enhance friendships. As a result, we enable children to attain social and emotional competence, thus increasing their self-esteem.

**OUR GOAL**

We strive to provide a program that will meet the total developmental needs of each child and family within a loving caring environment. When you enroll your child in our program we recognize that the family unit is the most important part of your child's life. As parents or guardians, you are your child's primary teacher and the family is central in your child's life. We will work collaboratively with you to form a partnership in caring for and educating your child.

## **HOW TO CONTACT US**

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## **PROGRAMS**

### **Full Day Toddler Program**

A full-day, full year program is available for children 18 months through 3 years of age. The hours of operation are 7:00 am – 6:00 pm.

### **Full Day Preschool Program**

A full-day, full year program is available for children three through five years of age. The hours of operation are 7:00 am – 6:00 pm. All children must be toilet trained and pull-ups are not allowed.

For both programs, families may select a full week or a part week schedule. Part week options include Tuesday and Thursday or Monday, Wednesday and Friday. The daily schedule includes child-initiated activities and teacher-directed activities such as circle time and small group time. Children play outside, weather permitting, twice a day. When that is not possible, we have a well-equipped room for gross motor activities. Parents provide lunch, and the program provides two snacks per day. There is a rest period scheduled for all age groups. A nurse consultant visits weekly for the purpose of reviewing student medical records and addressing health concerns of the staff and families.

For both programs, the days that a child is enrolled may not be exchanged for other days if the family's needs for care should change. In order to ensure correct teacher/child ratios we ask that you let us know if your scheduled drop off/pickup time will change.

## **CHILD GROUP PLACEMENT AND PROGRESSION POLICY**

At South Windsor Child Development Center we believe that developing and maintaining close relationships with teachers is important to a child's growth and development.

It is the policy of South Windsor Child Development Center to enroll children based on the child's date of birth. The child's age is determined by the age the child will be by December 31<sup>st</sup> of the current year. Children must be toilet trained before enrolling in the preschool classes for 3 and 4 year-old children.

The majority of toddler children are transitioned to a preschool classroom in late June. The exact date is determined by the last day of school in the South Windsor Public School system. During the months of July and August, children in the toddler class must have reached the age of 2.8 years before transitioning into a preschool class.

Our preschool classrooms are multi-age group of three and four year-old children. Children are enrolled into a primary classroom in which the child will remain until the child reaches kindergarten age. Generally, transitions into new classes do not happen during the year. In each classroom there will be an oldest and youngest child and teachers will plan and implement a program that recognizes each child's developmental level.

When children move into new age-appropriate classrooms the child to teacher ratio increases. Fees are determined by the classroom where the child is placed, not by chronological age.

## **ADMISSION/REGISTRATION**

Enrollment is arranged through the Director. All spaces are filled first come, first served with priority given to siblings, and year-round full-time enrollment.

The following items must be on file in the office prior to admission:

1. A registration form filed electronically by the parent/guardian. Registration forms are accessed from our website, [www.swcdc.org](http://www.swcdc.org).
2. An intake form from the website applicable to the child's age.
3. A photo release form.
4. A current health record signed by a physician including immunization dates which must be updated each year. The Office of Early Childhood requires all children to have required immunizations before being admitted to the program. This form must be submitted two weeks prior to starting at the Center. All children must have a flu immunization each year.
5. Any prescribed medication, authorization of medication form from the doctor and emergency treatment form must be submitted two weeks prior to start date to allow sufficient time for the nurse consultant to review the medication and forms. Please see Administration of Medications Policy for further information.
6. **NON-REFUNDABLE** registration fee and, **NON-REFUNDABLE** advance tuition—refer to Annual Tuition Rate Sheet.
7. A signed Signature Page of this manual.
8. Registration for the upcoming year is held in January/February.
9. Any requests for schedule changes must be done at least 2 weeks prior to change. Approval will be at the discretion of the Director.

## **ORIENTATION PLAN**

### **Pre-enrollment Visit**

1. Families of preschoolers and toddlers are invited to visit the classroom setting during the morning. Children and parents are encouraged to spend some time in the classroom, interacting with other children and the staff.
2. The Director meets personally with each family prior to the classroom visit and remains with the family during the visit to discuss the program and answer questions. Following the classroom visit, the Director reviews the application process with the family.
3. The Director is available by telephone for follow-up questions. The Director is also available early in the day or late afternoon to meet with a family member who is unavailable during the morning session.

### **Parent Open House**

Parents are invited to an Open House in June to introduce the teachers and program. Center tours follow the classroom meeting. Group and individual questions are addressed.

### **Mandatory Children's Visit**

Parents must call the school and arrange a classroom visit for their child before starting school. Families are encouraged to participate in the classroom activities, meet other children, and find their cubby and coat hook. Children are also encouraged to use the bathroom accompanied by their parent/guardian especially if recently toilet-trained. The Director is available to answer additional questions.

### **Individualizing the Orientation Plan**

As needed, changes to the plan can be arranged to insure a positive beginning for all children.

### **Provisional Enrollment**

South Windsor Child Development Center does not have a provisional enrollment period. However, if a child or family has difficulty adjusting to our program our Dismissal and Withdrawal Policy will be adhered to.

## **FEES AND PAYMENTS**

The Center's fiscal year is July through June. Fee changes will be effective with the start of our Summer Session.

- Fees are due in advance, payable the last day of the week or by 9:00 am on Monday for the upcoming week or month.
- Tuition is due regardless of absences except for allotted vacation/personal holidays (see Vacation/Personal Holidays).

- We accept payments in the form of cash, check or ACH payment through our childcare management application. Checks may be deposited in the locked mailbox in the administrative area. Please do not leave them in your child's lunch box for the classroom teacher.
- You may choose to have automated payments through your bank and have checks sent directly to SWCDC. Our mailing address is PO Box 1161, South Windsor, CT 06074
- Checks must be made payable to SWCDC.
- Cash payments must be made only to the Director or Assistant Director. You will be given a receipt for cash payments. The center is not responsible for any cash payments left in the locked mailbox or not submitted to the appropriate personnel.
- A late charge of \$5.00 per our scheduled business day will be charged for any overdue accounts. The late fee will accrue until your payment is received.
- A returned check fee of \$25.00 will be charged for checks returned from the bank for "Insufficient Funds".
- An fee of \$3.50 will be charged for online payments that are "Insufficient Funds".

*Anyone with fees two weeks in arrears may be dismissed from the program to allow us to keep costs down for all enrolled families.*

### **Tax and dependent care reimbursement statements**

You can access your monthly tuition reimbursement statements through our childcare management application. Tax statements are also provided with our tax ID through this application.

### **Care 4 Kids (child care assistance)**

We will accept payments from the Care 4 Kids which is a state child care assistance program. More information on the program is available on [www.ctcare4kids.com](http://www.ctcare4kids.com). Families are responsible for paying the remaining tuition not subsidized by Care 4 Kids. It is important that all paperwork is completed and submitted to Care 4 Kids on time. Families are responsible for any tuition due to lapse in payments from Care 4 Kids.

### **Late pick-up policy**

If a child has not been picked up by 6:00 pm two staff members at least 18 years of age or older with CPR/First Aid training will remain with the child at all times. If the child requires emergency medication at least one of the staff members will have current Administration of Medication training including training in administering emergency medications. If no contact has been made with the child's parent/guardian, a staff member will attempt to call the child's parents/guardians at their work, home and cell numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on their child's emergency form. The police will be called after 45 minutes if parents/guardians or authorized pick-up persons cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is [860-644-2551](tel:860-644-2551)

Please be respectful of our dedicated staff and their outside commitments and pick-up on time. We close at 6:00 pm so please plan on arriving before that to allow time to gather your child's belongings, speak to the teacher, and depart the building by 6:00 pm. This will ensure that our staff members are not kept past their scheduled time. Regardless, if you are in the building before 6:00 pm, if you remain in the building past 6:00 pm two staff members must remain on the premises and you will be charged a late pick-up fee. We ask that you make every effort to arrive on time but if you find you will be delayed that you call and notify us before our closing time. Families should attempt to have another family member or authorized person pick-up if you will be more than a few minutes past our closing time.

Late fees will be assessed for students remaining in the building after 6:00 pm.

The charge will be as follows:

1. First occurrence will be \$1.00 per minute.
2. Each additional occurrence will be subject to a \$25.00 late fee.
3. After the second occurrence, each additional occurrence will be subject to a \$25.00 charge in addition to the \$1.00 per minute late pick-up charge.

## **Vacation Credits**

**Full-day children who attend year round** are allotted vacation credits equal to two times the number of days they attend per week (e.g. 3 days a week =  $3 \times 2 = 6$  vacation days) per year. Vacation credit is given only to families who are enrolled for 52 weeks a year, from the start of our summer session through the spring session

Vacation time will run with the Center's school year -- Summer Session through Spring Session. If you do not use your allotted vacation in this period, it will not be carried over.

One week advance notice must be given to the office. If not, you will be charged your usual rate. All questions concerning vacations should be addressed to the Director.

## **DISMISSAL/WITHDRAWAL**

Families may be asked to withdraw from the South Windsor Child Development Center for any of the following reasons:

- Delinquency of tuition or fees of more than two weeks
- Non-compliance with the SWCDC policies
- Inability of the child or parent/guardians to adjust to the program
- Inappropriate or unacceptable behavior toward SWCDC staff or other enrolled children
- Chronic tardiness at pick-up time.

When issues arise regarding the child or the family's adjustment or behavior we will work together to find a solution to resolve the problem. Community resources will be utilized to the fullest extent possible. If attempts to resolve the issue are not successful, the family will be counseled to find a program that can better meet their needs.

With the exception of dismissal due to delinquent accounts families will be given two weeks of advance notice to find alternative child care.

**When voluntarily withdrawing from the Center, two weeks written notice is required. In lieu of a two week notice, two weeks of tuition is required. FAMILIES ARE RESPONSIBLE FOR TUITION UNTIL THE LAST DAY OF THE SPRING SESSION IN JUNE.**

## **CENTER CLOSINGS**

The Center will close for the following holidays each year. Tuition will be charged for the holiday if it occurs on a day that your child is regularly scheduled to attend.

NEW YEAR'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
GOOD FRIDAY

LABOR DAY  
THANKSGIVING DAY & DAY AFTER  
CHRISTMAS DAY

**If the holiday falls on a Saturday, the center is closed on Friday. If the holiday falls on a Sunday, the center is closed on Monday. Tuition is charged if it is a day your child is regularly scheduled to attend.**

The Center will close at 3:00 pm on Christmas Eve.

The Center will close at 5:00 pm on New Year's Eve.

The Center will close the last Thursday and Friday of the spring semester. Tuition for this week will be prorated.

## **Closing Due To Inclement Weather**

We will make every effort to be open. However, if extreme weather conditions force the Center to close or delay opening, announcements will be sent to: television channels 3(WFSB)and 30(WVIT). No fee adjustment will be made due to weather or any events beyond our control.

In the event that weather is severe and demands early closing of the Center, all parents will be notified.

## **Early Closings for Professional Development**

South Windsor Child Development Center supports professional development as an opportunity to enhance the skills and knowledge of its staff, meet the needs of families and children, and the emerging needs of the Center. All staff in state licensed facilities are required to obtain professional development hours equal to a minimum of one percent of annual



hours worked. The National Association for the Education of Young Children has required specialized educational trainings for all staff members working in an accredited center some of which is in addition to state required training hours. Whenever possible, the program will support professional development of employees by providing evening trainings or substitutes during work hours. However, if the program must close early to obtain training, written notice will be given at least six weeks prior to the date for families to make alternative plans for care. The center will limit early closings related to professional development to a maximum of two times per year, closing no earlier than 1:00 pm on those days.

### **CURRICULUM AND ASSESSMENT**

At South Windsor Child Development we believe that children learn best through play. Through play children actively learn by manipulating materials and exploring new concepts rather than through only teacher-directed activities. Play based activities also give the children the opportunity to increase their skills in learning to work together cooperatively, listen, follow directions and make friends. We have selected curricula for our center's developmental age groups (toddlers through preschool) that allow us to differentiate instruction to accommodate children's unique interests, abilities, and needs.

SWCDC recognizes that our society is becoming increasingly diverse, and that learning is most meaningful for children when they are able relate to it. Therefore, we strive to incorporate family home values, beliefs, experiences, and language into our daily curriculum. Children at South Windsor Child Development (SWCDC) 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. We strive to incorporate family home values, beliefs, experiences and language into our daily curriculum.

Our daily schedule includes indoor and outdoor physical activities, which will allow for fine and gross motor development. It also includes opportunities for problem-solving experiences and play based learning. Through play children actively learn by manipulating materials and exploring new concepts.

Children will have the opportunity to express their own ideas and feelings 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 teacher 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 meals and snacks
- Toileting and clean up

### **The Connecticut Early Learning Development Standards (CT ELDS)**

The CT ELDS supports growth and development for children from birth to kindergarten by providing a basis for planning responsive learning environments that are relevant and integrated across areas of development (domains). The framework is organized into eight domains: Cognition, Social and Emotional Development, Physical Health, Language and Literacy, Creative Arts, Mathematics, Science, and Social Studies. Each domain is structured into a series of skills and abilities that build upon each other as children grow and learn and age ranges to indicate what children should know or be able to do at the end of each age range. Within this structured framework, teachers plan curriculum that give children the opportunity to explore topics of interest as well as develop skills to become life-long learners.

## **Assessment policy**

The South Windsor Child Development Center values children's early educational experiences. We strive to provide purposeful learning experiences that ensure children are gaining developmentally appropriate knowledge and skills. All teaching staff is required to participate in continuing their education in the implementation of the State of Connecticut's Preschool Assessment Framework (PAF) for preschool aged rooms, the Creative Curriculum for the toddler room. Teachers will utilize these tools to assess each child using a variety of methods.

Observation and assessment information and documentation will follow the SWCDC confidentiality policy.

The purpose of assessment is to:

- Through observation and checklists, identify the skill level and the interests and needs of individual children and the class based on the selected performance standards
- Use the information to improve the curriculum, plan teaching strategies and changes to the environment that will support children's learning and development
- Inform parents of child's progress through written methods and conferences
- Use collected documentation to determine when to make outside referrals
- Review collected material and evaluate children's progress three times a year (fall, winter, spring).

The plan will be reviewed annually to ensure current standards are being met and to plan program improvement

A detailed copy of this policy is available in the Family Policy and Procedures Manual.

## **INCLUSION OF CHILDREN WITH SPECIAL NEEDS**

We believe that it is important to the success of all children to work in close collaboration with agencies and/or schools that provide specialized services to children with special needs. Individualized plans will be utilized to plan educational experiences for children. We will make realistic adaptations and accommodations to meet the needs of children with disabilities. Upon enrollment families will be asked to provide information regarding any special needs of their child.

- Family input is important to the child's success. If a child has an individualized plan, the family must meet with the teacher and Director to discuss the IEP or IFSP at least one week before the child's first day of attendance
- Families of enrolled children who have identified special needs will work in collaboration with the teaching staff and the special education program.
- Families must authorize communication between the agency or special education providers to establish an inclusive team that will work together to promote positive outcomes for the child.
- Whenever possible, the Director and/or classroom teacher should attend PPT meetings that assess the child's progress towards goals and strategies to work together to ensure the child is receiving consistent instruction in all areas of their academic environment.
- Teachers will communicate with families on a regular basis to discuss the child's progress while attending South Windsor Child Development Center.
- Teachers will make contact at least quarterly with the special education program.

When teachers have concerns regarding a child's development they will communicate with families and develop strategies to support the child. If they feel a child would benefit from further professional assessment from specialists they will meet with the family and assist with a referral. Children under the age of 3 will be referred to the Birth to Three System.

Children over the age of three will be referred to the preschool special education program in the town where the family lives. Families of children receiving services are required to follow our policy regarding sharing information regarding services and progress.

## **CONFIDENTIALITY POLICY**

We shall maintain confidentiality and shall respect an individual's and/or a family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

To protect the confidentiality of children and families we will do the following:

- Health records and personal information of children and staff will be kept in a locked file cabinet in the director's office.
- Financial information is password protected on the administrative computer.

- Parent(s) or legal guardian must sign a consent form before any access to a child or information is shared with outside agencies that may be working with a child and/or family.
- Parent or legal guardian must indicate how we may use their child's photo within the center, electronically, in mass publications, or public marketing programs.
- Classroom portfolios, documentation panels, bulletin boards will include only the child's first name.
- Child Assessment records will contain only the child's first name and last initial if necessary. They will be kept in closed cabinets in the classroom.
- Phone numbers and addresses of students will not be shared with other families or outside agencies without written permission from the family. Parent or legal guardian must sign an authorization to post an allergy alert or other information regarding feeding or medication that is necessary to provide safe care for children.

**Access**

Access to the child's health records is necessary in order to register and maintain records and provide safe care to children. Access is limited to the following individuals:

- Director
- Nurse consultant
- Assistant Director
- Child's parent or legal guardian
- Teaching staff have access to information that pertains to the safety of children while in care.

South Windsor Child Development Center Confidentiality Policy is strictly adhered to at all times.

In addition, these regulatory agencies have legal access to children's records:

- Office of Early Childhood, Child Care Licensing.
- Department of Children and Families.
- Any governmental agency that is involved with the health, safety, or welfare of the child.

**FAMILY PARTNERSHIPS**

We strive to provide a program geared toward the total development of each child within a loving and caring environment. We are committed to welcoming and including all families and developing collaborative relationships from which families, children and staff learn from each other. We will:

- Gain information on the child and family at enrollment. Families will be offered the opportunity to schedule a conference with the teachers to review the child's progress and hear and consider the family's desired developmental goals and objectives for the child.
- Provide families with a written evaluation twice a year (fall, spring).
- Invite families to contribute to the program through classroom visits, activities, materials or through the opportunity to assist in program development and improvement.
- Maintain communication at least weekly, daily in toddler classroom, in the form of a note in our childcare management app, e-mail communication, phone call, or in person at arrival or dismissal, regarding the child's progress, interests or other information regarding the child.

**Communication**

Communication is the key to successful family and teaching staff relationships. Through ongoing, relevant communication we can establish a feeling of trust between staff and family members. We recognize the family as the most important part of a child's life and working together we can provide the best care for your child.

The director and teaching staff will use various communication methods that are convenient to families to inform them about their child's development and progress. Families whose primary language is not English may request a translator to be present. If the family does not have a familiar person to act as a translator, the center will attempt to obtain one with the assistance of the Town of South Windsor Social Services.

At enrollment, parents complete a form with information about their child and the goals the family has for the child's school experience. This information is used to determine the teacher's goals and objectives for the individual child and class.

During the orientation visit the parents are encouraged to speak with the teachers so the staff will be familiar with any special needs or goals the parents feel would be important to the child's adjustment and overall school experience.

Each classroom has a parent bulletin board with articles of interest and the daily activities posted. Families are kept informed of classroom plans and events through posted weekly lesson plans and monthly newsletters and documentations. If the family prefers, these plans will be sent electronically.

At arrival and departure teaching staff will initiate contact with the parents. At the beginning of the day, this will allow families to communicate any information that may affect the child's day. At dismissal, teachers will let the parents know about the child's day. Any behavior incident that requires more communication should be made through a written note, email or a phone call.

Families with children enrolled in the toddler class will receive a written note each day. This information will include daily food intake, elimination, napping and activities the child enjoyed during the day.

Teachers and parents are encouraged to communicate on a regular basis with each other through email, or telephone conference calls. Discussions concerning a child's development and progress usually require more time and should take place in a private location outside of the classroom. Parents are asked to schedule phone conversations or personal meetings with their children's teachers to discuss such issues. Discussions regarding a child's development should take place with the child's primary teacher.

If problems between teaching staff and families should arise we will work to resolve the issues to the best of our ability. The following steps are in place to aid this process.

Step 1: Teachers and families will first discuss their differences and attempt to come to a shared understanding that will meet the needs of the family while following policies and procedures that are in place to guide our program.

Step 2: If families and teachers are unable to come to an agreement, meetings that include the director and/or assistant director will be arranged.

Step 3: If the issue is still not resolved between the involved parties, an arbitration meeting will be held with the SWCDC Board of Directors.

Family-Teacher conferences are held twice a year, in the fall and again in the spring. During the school year, teachers or families may request additional conferences as needed.

### **Administrative Communication**

Families may communicate with administrative personnel through phone calls, email or at arrival or dismissal. The director is available for any assistance that may be needed. Questions concerning policies should be addressed with the director or assistant director. The administration has a bulletin board in the foyer for articles of interest and information on the center. There is also an "Event Board" with information regarding events in the community.

### **Parent Involvement**

Parent involvement in the center can improve children's education and child care experiences. There are many ways you can become involved in the program. Opportunities for parent involvement include, but are not limited to, joining the Board of Directors, participating on a committee, helping at special events, classroom volunteers, fundraising, and assisting with occasional maintenance. Parents are given the opportunity to participate in their child's Star of the Day. On these days which are selected in collaboration with the teacher and family, we encourage families to share their talents, professions, information about their countries of origin, or just their time with us. Children are so proud of their families and truly enjoy sharing you with their classmates.

### **Code of Conduct**

South Windsor Child Development strives to develop partnerships based on mutual trust and respect. Our staff members are required to follow the NAEYC Code of Ethics and conduct themselves at all times in accordance with the highest moral and ethical standards. As members of our SWCDC community we ask that you also treat all children, families and

staff with respect. Any person violating this policy will be asked to leave the premises immediately. Further attendance of the child will be reviewed by the SWCDC board of directors.

### **ARRIVAL AND DEPARTURE POLICY**

It is the responsibility of each staff member in each classroom to be aware of the arrival and departure of each child in the class and ensure that each child arrives and departs in a safe manner. Children will only be released to adults that have been authorized by the parent or guardian.

- Parents/guardians must speak to each child's teacher upon arrival and departure. Parents are responsible for signing their child in at arrival and out at dismissal.
- Parents/guardians must notify the director in writing if an unfamiliar person will be picking up the child. In an emergency the parent may give verbal authorization to the director or person in charge. A child may not be released to an unauthorized person without permission from the parent or guardian. Regardless of whether or not the person has been designated as an authorized pick-up person, all unknown adults must present government-issued picture identification (e.g. driver's license).
- In the event an unauthorized adult is attempting to pick up a child the director or assistant director will contact the parent for verbal authorization. South Windsor Police Department will be immediately notified if an unauthorized person attempts to depart with a child.
- In the event a parent/guardian or other adult arrives at the Center and appears to be under the influence of alcohol or drugs, the staff member will immediately contact the Director or the person in charge and the South Windsor Police Department. In such an instance, the child will not be released from the Center until after the police have arrived and assessed the situation. Please refrain from putting staff members in this position.
- Children will only be released to persons over the age of eighteen.
- We ask that you follow safety rules when arriving and departing the school premises. Children need to stay with their adult and are not allowed to roam through the hallways and classrooms unaccompanied. Children should never be allowed to reach the entrance door, open it, and leave the building unaccompanied. It may seem that our parking lot is safe but children and automobiles are a lethal combination. It only takes a moment for a tragedy to happen. We ask that you insist your child follow the same rules in our parking lot that would apply in a public lot such as the mall: holding the adult's hand, or if they can't or won't then stay by the adult's side.

Please follow these parking lot safety reminders:

- Speed limit is 10 mph or less.
- The travel direction is one way around the island. Please do not back out and go in the wrong direction.
- Turn off cars. Children are walking at the exhaust level and breathing in the fumes.
- Do not leave young children and babies unattended in cars.

Everyone's attention to these reminders will ensure that we are providing a safe program for our children at all times. Please share these rules with anyone who picks up your child.

Separation can be a difficult experience for both the family and child. Establish a regular routine to settle your child into the class. Check cubby, hang up coat, greet teacher, etc. It might be helpful to lead your child into an activity they enjoy. Tell them what time you will be back and that you will be interested in hearing about their day. Then say good-bye and simply leave. Try to be confident, positive and firm. Please do not "slip out." If you are having difficulties in this area, please talk to the teachers and they will gladly help.

Going home at the end of the day can also be a difficult time for some children. If this is the case, it will be helpful to come into the room and tell your child they will be leaving soon. Let them finish an activity if it can be done in a reasonable time. Gather up their belongings and read our parent board. By now you both should be ready to go! If a quick departure is necessary, tell your child it is time to go and stick to your decision. Our teachers will support you by telling your child it is time to go. Once again, do not hesitate to ask for assistance.

## **MANDATED REPORTING**

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. In Connecticut, the law requires certain professionals to report suspected child abuse or neglect. This mandate includes any person who is paid by any public or private childcare center licensed by the state. Therefore, if an employee of SWCDC in her/his professional capacity has reasonable cause to suspect or believe that a child has been abused or neglected, that employee, as a mandated reporter, must make a report to The Department of Children and Families. It will be that Department's responsibility to determine whether or not abuse or neglect has occurred.

### **Suspected Abuse or Neglect by an Employee, Volunteer or Other Person**

If the alleged perpetrator is an employee, volunteer or other person on the premises SWCDC or a SWCDC-sponsored event, the director must notify the parent/legal guardian before the child is dismissed for the day. The director will inform the parent/legal guardian that the abuse was reported to DCF and Office of Early Childhood as required by law and that both agencies will be in contact with them to interview the child and answer any questions. The director can only provide information about the parent/legal guardian's child, but not about any other children or the perpetrator, including her/his identity. Parents of the other children in the center will not be notified unless instructed to do so by DCF or OEC. The complete policy is available in our Family Policies and Procedures Manual.

## **SAFETY AND SUPERVISION**

Safety of the children is our main priority and this will be achieved by strict supervision at all times by staff members, parents, family and any authorized adult.

South Windsor Child Development Center has policies in place to ensure that children are accounted for and safe throughout the day. The following are the safety practices that are followed:

- Children must be accompanied by an adult at all times.
- Group ratios will be maintained at all times: Toddlers 4:1; Preschool and camp 10:1
- There is always a staff member with first aid and CPR training present in a group.
- The door lock is in place to ensure only authorized people are allowed entrance. Please ring the doorbell for staff assistance if there appears to be an unknown adult attempting to gain entrance.
- Outside doors are kept locked unless a group is outdoors. Please use the front entrance.

The complete policy is available in our Family Policies and Procedures Manual.

## **EMERGENCY PROCEDURES**

SWCDC has several plans in place in the event of an emergency. These plans include procedures for the following situations:

- Severe medical emergency
- Routine first aid
- Fire drill procedures
- Evacuation
- Missing children
- Severe weather/natural disaster
- Security threat
- Utility failure

The complete policy is available in our Family Policies and Procedures Manual.

## **DISCIPLINE & GUIDANCE POLICY**

We will support children in learning socially acceptable behavior by building strong relationships and a classroom community where children feel safe, secure and respected. To achieve this objective, teaching staff will help children learn to express their feelings, solve conflicts, acquire self-regulation skills, and develop friendships.

Based on our knowledge of how children develop social-emotional competence we will utilize the following strategies:

1. Meet with children to discuss and set up clear class rules and expectations.
2. Provide children with the language to express their feelings.
3. Provide children with age-appropriate strategies to resolve conflicts.
4. Provide children with a quiet space and materials to help regain control of emotions.

5. Provide children with positive reinforcement for appropriate behaviors and interactions.
6. Provide children with choices and activities throughout the day.
7. Provide activities that will engage and appropriately challenge the children.
8. Interact with children frequently during play to eliminate attention-seeking behaviors.

When necessary, teachers will implement the following procedures when guiding children's behavior:

1. Provide positive guidance, verbally remind child of rules and expectations. "Please play safely with the blocks and use them for building and not throwing."
2. Redirect to another activity. "I will help you find another activity where you and your friends will be safe." Take the child by the hand if necessary and lead the child over to another area.
3. When two children are involved in a conflict the teachers will guide the children towards a peaceful resolution.
4. When a child's behavior is disruptive, aggressive or uncooperative the child may be separated from the group

The following methods will never be used as methods of discipline:

- Corporal punishment
- Verbally berating a child
- Leaving a child alone in the room or hallway
- Denial of food
- Telling the child he/she is bad
- Any method that threatens a child's health, safety, or welfare.

### **Aggressive Behavior**

Aggressive behavior is defined as using physical or verbal abuse toward peers and/or teachers. This includes using furniture and classroom materials in a manner that could cause harm to children and staff. Depending on the age group, aggressive behavior may be a response to a child's frustration and inability to verbally express individual needs.

Aggressive behavior within the classroom creates a climate where children, adults and families do not feel secure. Our goal is to help children learn to use safe and alternative ways to express their emotions and foster an environment that is caring, nurturing, and safe for all children.

We will make every effort to support children as they learn the skills to be a positive member of the group. However, when behavior is disruptive, upsetting to the other children, and /or unsafe and does not respond to our guidance procedures we will meet with the family and develop a plan to support the child and family.

If our attempts to support the child and family do not produce the desired change in behavior the director will schedule a conference with the family to notify them that it has become necessary to remove the child from the program within two weeks. We will assist the family with identifying programs that may better meet the needs of the child and family.

We reserve the right to immediately terminate care for extreme behavior that could result in a serious injury to a child or staff member. A complete copy of this policy is available in the Family Policies and Procedures Manual.

### **Biting**

Young children between the ages of 10 and 30 months of age may go through a temporary period of biting. Biting occurs for a variety of reasons. Some children bite instinctively, because they have not developed self-control. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

If a staff member determines that the biting behaviors have become frequent, we will meet with the family and work collaboratively to establish a formal plan of action. If the implemented strategies do not help eliminate biting behaviors the Center will institute the following steps:

- If a child bites twice within a 4 hour time period, the family will be called and required to remove the child from the Center for the day. A parent/director conference will be held.
- If a child is asked to leave twice, the parents will be asked to temporarily withdraw the child from the Center.
- After a temporary withdrawal from the Center, if the biting behavior has not improved, the parents will be required to withdraw their child from the Center.

A complete copy of this policy is available in the Family Policies and Procedures Manual.

## **NUTRITION AND FEEDING**

We are required by the Office of Early Childhood and NAEYC to follow the Children and Adult Care Food Program (CACFP) food guidelines. Children in childcare consume a high percentage of their daily nutritional intake while in attendance at the center. Providing a variety of choices that are healthy will ensure children get adequate nutrition. Ask your child to help you with ideas. They may want to try new foods that they have seen others eating or may have tried at school.

### **Feeding**

Children are provided with snacks and lunch at least 2 hours apart, but no more than three hours apart. Children younger than four-years of age are not served foods that present a choking hazard, such as hot dogs cut in rounds, popcorn, peanuts, whole grapes, large chunks of meat. Staff will cut food into pieces no larger than ½ inch square for toddlers, according to each child's needs. Children younger than 24 months will be served whole milk. Children older than 24 months will be served 1% milk. Teachers will follow South Windsor Child Development Center's Supervision Policy at all mealtimes.

### **Lunches**

Lunches must include four components out of the five food groups: protein, grain, fruit and/or vegetable. Considering the center provides milk at lunch, families need to choose components from the remaining four groups. Food portions need to meet the minimum requirements set by the CACFP food guidelines. If a child's lunch does not meet the above stipulations, we will provide a substitute. We will substitute foods that are high in sugar, fat, or sodium. If further guidance is needed we will assist the family with suggestions or information to help provide adequate nutrition for their children. We will encourage children to eat, but will not force them.

### **Snacks**

Our snacks will supplement the nutritional needs of children by taking advantage of seasonal and local produce. Our goal is to expose children to new foods including vegetables grown in our garden. The center provides milk and water with lunch and snacks.

- Per Office of Early Childhood licensing requirements, we will serve two food groups with snack.
- Monthly snack calendars are posted on the office bulletin board and on each classroom's communication board. Any changes to the menu are posted before the end of the day.
- Peanut butter is never served by the center. The center provides sunflower butter as a substitute.

### **Safe Food Handling Practices and Feeding Policy**

At South Windsor Child Development Center we believe that following safe food handling practices will reduce the risk of food-borne illness and cross-contamination. Working together, center staff and families can ensure that the food provided by the program or brought from home is delivered, stored, and served to the children in a safe, sanitary method.

### **Food Brought From Home**

When you are packing your child's lunch, please consider that one teacher must prepare up to 16 lunches. Following these guidelines will help us to work efficiently and therefore provide your child with more teacher interaction.

- Food brought from home to serve at lunch must be in an insulated lunch container clearly marked with the child's name and date.
- The center does not have room to store individual lunches in the refrigerator. The lunch container must contain enough ice packs to keep food at a temperature below 45° F.
- All containers must be labeled with the child's name. Teachers will label any unmarked containers. This is to ensure the right child is served the right food.
- Food requiring refrigeration that is not kept cold will not be served. Alternate food provided by the center will be served and a reminder of the policy will be given to the parent.
- Foods that require any form of preparation cannot be served. This includes meals in sealed containers that require heating, removing plastic wrap, stirring and continued heating.



- Pre-cooked meals requiring heating must be sent in microwave-safe containers.
- Soup must be heated at home, long enough to break a boil, and transported to school in a thermos that will keep the soup at a safe temperature.
- Any left over lunch foods will be discarded, not sent home.
- Foods brought to share with the class must be commercially prepared. Only whole fruits can be accepted. Parents may prepare food in the classroom following safe food handling practices.
- Lunch boxes should be washed and sanitized weekly or more often if necessary.

### **Food Allergies**

When children with food allergies are enrolled in the class staff will protect children from contact with the problem food by:

- Working together with the family, health care provider, nurse consultant and staff to create an individual care plan for the child.
- Posting an allergy alert in the food preparation area with parental/guardian consent.
- All substitute or temporary staff will note any food allergies before serving food.
- All families will be informed of the peanut/nut restriction upon enrollment or when necessary due to diagnosis or a new enrollment.
- Foods containing peanuts or tree nuts will not be served in a “peanut/tree nut safe” room.
- Families will provide information on safe food choices.
- Families will supplement center –provided snacks and/ or drinks if necessary.

### **Feeding of Children with Special Nutritional Needs**

Children with special needs related to their ability to eat or a nutritional need will have an individual management plan that includes a written description of the child’s feeding history, including prohibited foods, and substitute foods where applicable, as supplied by the parent, legal guardian and the child’s health care provider on admission to the program.

### **EXCLUSION OF ILL CHILDREN**

As young children build up immunity to many common infections, it is not unusual for them to experience many illnesses during the first few years of life. Children, who are sick or uncomfortable, deserve the comforts of home and parents. In addition, temporary exclusion of the ill child or staff member may help to maintain a healthy environment and prevent spread of contagious disease in the center.

The director or her designee, not the child’s family or classroom staff, will make the final determination about whether a child can receive care in the childcare program. If the director or her designee determines that the child is too ill to remain at the program, parents will be notified and expected to pick up their child up as soon as possible, within one hour.

### **Temporary Exclusion of Ill Children**

Following the American Academy of Pediatrics guidelines for children in childcare, children will be excluded if:

- The child’s illness prevents him or her from participating comfortably in activities that the program routinely offers for well children or mildly ill children as determined by the director or her designee.
- The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group, as determined by the director or her designee.
- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact. If the director or her designee is uncertain as to whether the child’s illness poses an increased risk to others, the child will be excluded until the health care provider notifies the childcare program that the child may attend.
- During the course of an identified outbreak of any communicable illness at the facility, a child shall be excluded if the health care provider determines that the child is contributing to the transmission of the illness at the facility. The child shall be readmitted when the health department official or health care provider who made the initial determination decides that the risk of transmission is no longer present.
- Children’s critical medication is not available at the center.
- If the child requires fever or pain reducing medication in order for a child to function in school. Exceptions will be determined by the director in consultation with the Health Care Consultant and/or Health Care Provider as needed.

- If the child has any of the following conditions:
  - Fever of 100.4<sup>0</sup> accompanied by behavior changes or other symptoms of illness unless a health professional evaluation finds the child able to be included at the program;
  - Lethargy that is more than expected tiredness;
  - Uncontrolled coughing;
  - Inexplicable irritability or persistent crying;
  - Difficulty breathing;
  - Wheezing;
  - Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool, that is not contained in the child's diaper or pull up or by the child's ability to use the toilet. Children with diarrheal illness of infectious origin generally may be allowed to return to child care once the diarrhea resolves, except for children with Salmonella typhi, Shigella or E. coli 0157:H7. For Salmonella typhi, 3 negative stool cultures are required. For Shingella or E. coli 0157:H7, two negative stool cultures are required. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative, need not be excluded;
  - Blood in stools not explainable by dietary change, medication or hard stools;
  - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is non-communicable and the child is not in danger of dehydration;
  - Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;
  - Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious;
  - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge which can be signs of bacterial infection), until after treatment has been initiated. Additional symptoms of bacterial conjunctivitis may include matted eyelids after sleep, eye pain and redness of the eyelids or skin around the eye until treatment starts. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it;
  - Pediculosis (head lice), from the end of the day until after the first treatment and no live lice present;
  - Scabies, until after treatment has been completed;
  - Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care;
  - Impetigo, until 24 hours after treatment has been initiated;
  - Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
  - Varicella-Zoster (Chickenpox), until all sores have dried and crusted (usually 6 days);
  - Pertussis, until 5 days of appropriate antibiotic treatment has been completed;
  - Mumps, until allowed to return by the health care provider and not less than 9 days after onset of parotid gland swelling;
  - Hepatitis A virus, until one week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and teachers;
  - Measles, until allowed to return by the health care provider and not less than 4 days after onset of rash;
  - Rubella, until allowed to return by the health care provider and not less than 6 days after onset of rash;
  - Unspecified respiratory tract illness;
  - Shingles (herpes zoster) until allowed to return by the health care provider;
  - Herpes simplex until allowed to return by the health care provider.

### **Re-Entry to Program**

In addition to the re-entry guidelines noted above, a child is able to return to the center when:

- Symptoms have resolved or become mild enough to enable the child to participate fully in the program.
- Fever free without the use of fever reducing medications for at least 24 hours.
- Children will not have vomited or have diarrhea for at least 24 hours before returning and are not in danger of dehydration.
- A note from the child's health care provider will be requested for re-entry by the director, when professional advice is needed to determine whether the child is a health risk to others or if the child is thought or said to need extra care or accommodations.
- When the child can participate fully in indoor and outdoor activities.

### **Parent Responsibilities**

- Parents will anticipate and have plans in place to pick up an ill child from school in a timely fashion no longer than an hour after being contacted by the center. If a child becomes ill within one hour of the child's normal dismissal time, the parent will be informed but will not be required to immediately pick up the child unless his or her health and/or safety is in jeopardy.
- Parents will anticipate and have plans in place for care of an ill child at home.
- Parents will provide up to date phone numbers and emergency contact information, making any changes as they occur.
- Parents will report their child's illness to the school within 24 hours and relay advice received from the health care professional if a medical visit is deemed necessary.
- Parents will notify staff when medication has been given before arriving to center. Examples of this would include allergy medications or treatments given for acute asthma symptoms.

### **Staff Responsibilities**

- Staff will conduct daily health checks upon arrival to school and throughout the day.
- Children exhibiting signs of possible illness will be referred to the Director, Assistant Director or staff member designated by the director.
- Director, Assistant Director or designated staff member will make determination as to whether child is able to stay in the center.
- Director, Assistant Director or staff member designated by her will notify parents or if not available, emergency contact listed by parent.
- Toys and other items the child may have come in contact with will be washed and sanitized.
- Director will review inclusion/exclusion criteria with families upon entry to the program
- Director will contact the program's health consultant or the health department if there is a question of a reportable communicable disease. If there are conflicting opinions as to management of the child with a reportable communicable disease, the health department has the legal authority to make the final decision.
- If the staff is unable to contact the parent, medical advice will be sought until the parents can be located.
- Staff will notify a parent/guardian by phone or at pick up, if the child is exhibiting signs of illness, but does not fit the criteria for immediate exclusion and *Care for Mildly Ill Children Policy* will be followed.

### **Procedure for a Child Who Requires Exclusion until Parent Arrives**

- Care will be provided for the child in the director's office or staff room, where he or she will be comfortable and supervised by the director or her designee, who will continue to care for the child and observe for new or worsening symptoms.
- Actions will be documented in the child's file with date, time, symptoms and actions taken and by whom, signing and dating the document.
- Good hand washing techniques will continue to be practiced by supervising adult.

### **MEDICATION ADMINISTRATION**

All children with special health care needs, should be able to attend child care and have their health care needs addressed. This policy was developed to facilitate a safe and consistent medication administration policy in accordance with the Connecticut General Statutes and Regulations of Office of Early Childhood for child care centers. To

accommodate this need, administrative staff and selected teachers who are trained according to regulation requirements will follow all procedures as mandated by the regulations:

1. No medication, prescription or nonprescription will be accepted or administered to a child without the written order of an authorized prescriber and the written permission of the child's parent(s)
2. Only the Director, Assistant Director or his/her designee will accept all new medications and authorization forms. Medications cannot be sent in via backpack or given to the classroom teacher, unless arrangements have been made through the director or his/her designee.
3. Only those medications that cannot be administered outside of center hours or medications for potentially life threatening conditions, such as asthma or anaphylaxis, will be administered during center hours.
4. Director, Assistant Director or designated staff, trained to administer medication, shall be on the site whenever a child who has orders to receive medication is enrolled and present at the facility.
5. Completed medication authorization; parent permission and medication administration records shall be on file at the facility for at least two (2) years after the child is no longer attending the program.

**Prescription Medications:**

Authorization for the Administration of Medication orders from an authorized prescriber will include the following information:

- Name, address, date of birth of the child
- Date the medication order was written
- Medication or the drug name, dose, and method of administration
- Time the medication is to be administered
- Date(s) the medication is to be started and ended
- Relevant side effects and the authorized prescriber's plan for management if they occur
- Notation for all controlled drugs
- Listing of any allergies, reactions to, or negative interactions with food or drugs
- Name, address and telephone number of the authorized prescriber ordering the drug
- The authorized prescriber's signature
- The name, address, telephone number, signature, and relationship to the child of the parent/legal guardian giving permission for the administration of the medication by the director or his/her designee
- Name and signature in ink of staff person accepting the form and medication.

**Non-prescription topical medications include:**

- diaper changing ointments free of antibiotic, antifungal, and steroidal components (such as Balmex, A&D, zinc oxide)
- teething,gum or lip medications
- hand lotions

Non-prescription topical medications, cannot be accepted or applied without the completed and correct paperwork by the child's parent/legal guardian. The written Authorization for the Administration of Non-Prescription Medications shall include the following information:

- Name, address and date of birth of the child
- Name of the medication
- Schedule and site of the administration of the medication
- Statement that the medication has been previously administered to the child without adverse effect
- Signature in ink of the director or her designee receiving the parent permission form and the medication
- The name, address, telephone number, signature and relationship to the child of the parent/legal guardian authorizing the administration of the medication
- Date and time the medication is started and ended

## **Labeling and Storage**

- All prescription and non-prescription medications and nonprescription topical medications shall be received and stored in their original container.
- All medications are labeled with the child's name, name of the medication, and directions for administration of medication.
- Prescription pharmacy labels shall match the prescriber orders on the medication authorization forms.
- The medication shall be stored away from food and inaccessible to the children
- Unused portions of the medications shall be returned to parents/guardians release form.
- A Medication Release form will be signed by the parent/guardian.
- Medications left at the center will be discarded after one week

## **Medication Administration Record (MAR)**

The medication record shall be completed following administration of a medication and will include:

- Name of the person who administered the medication, date and time and any notes.
- Medication administration errors.

## **APPLICATION OF INSECT REPELLENTS AND SUNSCREEN POLICY**

Proper precautions will minimize harm to children from environmental elements when participating in outdoor activities.

### **Sun Protection**

When children are playing in the sun, they wear protective clothing, applied skin protection or both. Applied skin protection will be either sunscreen or sunblock free of PABA with UVB and UVA protection of SPF 15 or higher that is applied only to exposed skin.

### **Insect Repellent**

Proper use of insect repellents can protect your children from diseases as well as insect bites. Insect repellent is not required unless a public health authority recommends the use due to significant risk of insect-borne diseases. If using insect repellents, The American Academy of Pediatrics and the Environmental Protection agency recommend use of up to 30% DEET. Combination of insect repellent/sunscreen is not recommended primarily because sunscreen must be frequently applied. Insect repellent should be applied no more than once a day.

### **Family Responsibilities**

- Complete Non-Prescriptive Topical Treatment Form
- Provide non-aerosol sunscreen or sunblock with UVB and UVA of SPF 15 or higher.
- Provide non-aerosol insect repellent, if desired. (Max.30% DEET)
- Medication expiration date must be current.
- Label with child's name
- Parents apply sunscreen and insect repellent in the morning before arrival. Sunscreen needs to be applied to any areas that will be exposed during the morning. Please keep in mind areas that are exposed when wearing bathing suits.

## **ASTHMA POLICY**

We believe that a safe and healthy environment should be provided for all children while in child care. We strive to maintain an asthma and allergy friendly environment at all times. For children who are risk for asthma and allergies we will provide appropriate intervention to maintain optimal health.

This policy is intended to minimize environmental triggers for asthma in the child care setting and maximize the center's understanding and response to a child with asthma and allergies.

### **Asthma Care**

- Our nurse consultant is available to assist child care staff with writing policy and guidelines for managing medications in the child care setting, reducing allergens and irritants, promoting safe physical activities, and planning field trips for students with asthma.

- Child care staff is trained and certified to give medications as prescribed by each child's health care provider and authorized by each child's parent. Equipment and medications prescribed to treat asthma will be safely stored out of reach of children but easily accessible to staff. Children will not carry their own asthma medication. A staff member trained in medication administration will be on site at all times when a child with asthma is present.
- Children will be supervised while taking asthma medication and monitored for correct inhaler use. A spacer device is encouraged with metered dose inhaler use.
- The center's Medication Administration Policy, based on the Office of Early Childhood regulations for Child Day Care Centers will be adhered to at all times.
- All medication administered to a child by a child care provider will be documented in ink on an individual Medication Administration Record (MAR) and remain on file at the center for at least 2 years after the child is no longer attending the program.
- A written Asthma or Allergy Action Plan (health care) plan will be on file for each child with a history of allergies or asthma. The plan will make clear what action to take in the case of an asthma episode, whom to call and when to call. The health plan will be reviewed and signed by the parent/legal guardian and the director or assistant director. This plan must be submitted two weeks before the child's first day of attendance and updated yearly.
- On field trips the written care plan for a child with special medical needs and the child's emergency medicine always accompanies the child.
- Child care staff receives training by health care professional on asthma education, asthma management plans, reducing allergens and irritants, and asthma medications and devices used for asthma.
- Child care staff is trained call 911 when a child is breathing heavy and fast, cannot talk well, their lips or fingernails turn blue or gray.
- When a parent cannot be reached, the child's health care provider and the emergency contact person will be contacted.
- All children's health records are checked for allergies to animals before any pet or animal is allowed into the program.
- Child care providers help children with asthma participate safely in physical activities on a daily basis. All children are encouraged to be active and asthma medication can be administered before exercise as prescribed and authorized by the parent and health care provider. Modified or alternate activities are available when medically necessary.

### **FOOD OR INSECT ALLERGIES POLICY**

We believe that a safe and healthy environment should be provided for all children while in child care. It is with a cooperative effort of parents/guardians, health care providers, and program staff we can minimize the exposure of children to allergens, but be prepared to respond in the event an allergic reaction shall occur.

#### **Family Responsibilities**

- At enrollment families will inform the program of any and all allergies.
- Children will not be allowed to attend until all medications and forms have been approved by the program's nurse consultant. This plan will be updated annually.
- Children with known allergies to food and/or insects shall have a special care plan provided by the child's health care provider on file two weeks before the child's first day of attendance. This plan shall be signed by the health care provider and parent or guardian and program director or nurse consultant. The plan will include:
  - Written instructions regarding the specific food(s) or insect to which the child is allergic.
  - Name(s), dose(s) and route of administration of any medication that the child should receive in the event of an allergic reaction.
  - Actions to take in the case of an allergic reaction, whom to call and when to call. The plan will be reviewed by the program's health consultant.
- Parents/legal guardian shall provide all prescribed medications following *SWCDC Administration of Medication Policy* at least two weeks before the child's first day of attendance.

Families are required to provide alternate food or drink in the case of allergies or sensitivities to foods other than peanuts/nuts.

## **Program Responsibilities**

- The program's nurse consultant will assist child care staff with emergency plans for children with food or insect allergies.
- Child care staff will be trained and certified in medication administration including Epi-pen training. At least one staff member trained in medication administration including Epi-pen training will be on site at all times when a child with life-threatening allergies is present. On field trips, a trained staff member will be present if a child with life threatening allergies is present.
- The medication will be stored out of reach of children but in a readily accessible location. The medication and care plan will accompany the child when leaving the classroom and on field trips.
- Only teachers trained in epi-pen administration will carry medication.
- Child care staff will be trained in recognizing symptoms of anaphylaxis.
- Staff shall promptly and properly administer prescribed medications in the event of an allergic reaction according to the instructions in the special care plan.
- Staff will call 911 whenever an Epi-pen is administered.
- Staff will call the child's parent or guardian if a child is administered an epi-pen or other prescribed medication for an allergic reaction.
- The child's health care provider will be notified if an epi-pen is administered.

## **Environment**

- Parents will be asked for consent to post information in the kitchen and classroom about the food allergy
- In the case of a peanut/nut allergy, the class will be designated "peanut/nut free."
- Families in the class will be notified in writing of the allergy and steps to take to avoid the allergen.
- The program will never provide snacks containing peanut-butter.
- Staff will be trained in reading ingredient labels to identify foods that may be listed under other names. Teaching staff are instructed to serve an alternate snack when unsure of ingredient
- Peanut butter/nuts will not be used in cooking activities or other activities.
- Children will not be allowed to share food
- Only food prepared on site or commercially prepared foods will be served in the center
- Staff will provide strict supervision at mealtimes to eliminate accidental exposure to an allergen.
- Teaching staff will be aware of when bees are present in the outdoor environment and remove the child to be supervised indoors.

## **ACCIDENTS**

Staff are certified in First Aid and Infant-Child CPR and a trained staff person is present in the classroom or outside at all times. If your child sustains an injury while at the Center, staff may cleanse with soap and water, apply ice and bandage the wound. The supervising staff person will fill out an accident report. The report will indicate the time of the accident, how it occurred, type of injury, and medical attention required. One copy will be signed by the parent/guardian and placed in the child's file and one copy will be sent home with the family. Families will also receive an email of the accident report within one hour of the incident occurring.

## **SEVERE MEDICAL EMERGENCY**

In case of a severe medical emergency, the staff will call 911 indicating an emergency situation is taking place. The parents or guardian will be immediately called and informed of the situation. If necessary, emergency personnel will transport the child to the appropriate medical facility. The Director or the child's classroom teacher will accompany the child in the emergency vehicle to the hospital if the parent is not able to arrive at the program before the ambulance is in route to the emergency facility. The family is responsible for the cost of emergency transportation to the medical facility. It is important that you maintain your emergency information including contact numbers and insurance on file at the Center.

## **HANDWASHING**

South Windsor Child Development Center believes that consistent and proper hand washing is essential for maintaining a healthy environment and minimizing disease transmission. Our hand washing policy is a guide to staff, children and

families to promote proper hygiene in the child care program and to decrease transmission of infections. All staff, children and volunteers must wash their hands upon arrival in the classroom and during times of the day when hands could be a source of transmission of disease.

### **NAPPING AND RESTING**

We believe that child's play is also the child's work. Children who spend long, active days in child care must be given the opportunity to take a break and rest. Naptime is a designated time between 1:00 pm - 3:00 pm. Children are encouraged to sleep during this time. Children who do not sleep will be allowed to have a quiet activity on their cot at the teacher's discretion. We will do our best to accommodate parents who request no nap or an abbreviated nap. However, if a child falls asleep we will allow the child to sleep for one hour. We will only attempt to wake the child once. If the child cannot wake up, we will permit him or her to sleep.

Crib sheets for the cots, crib-size blankets and small travel-size pillows are provided by the family and brought home weekly for washing or more often if necessary. Items that have not been washed will be returned to the family for washing before they may be used by the child. When bedding items have been provided by SWCDC they must be washed and returned within 3 days. Full-size blankets and pillows and bed rolls are not allowed due to limited storage. Children may also bring a small, soft stuffed animal or similar item for comfort.

### **DIAPERS**

Children in the toddler classes who are not yet toilet trained must be provided with diapers and wipes. We prefer commercial disposable diapers but if your child must have cloth diapers it must have a disposable lining. The lining must completely contain and prevent the leakage of urine and feces. Soiled clothing and cloth diapers will be placed in a plastic bag without rinsing and sent home for washing.

### **TOILETING**

When children are showing signs that they are ready for toilet training the teachers and families will work together to develop a plan to be carried out at school and home. Consistent practice between home and school is important for success. If you choose to use pull-ups they must be the type with Velcro tabs. Children in the preschool classes must be consistently using the toilet but may occasionally have toileting accidents. Staff will change children standing up and all soiled underwear will be sent home without dumping or rinsing. Following cleaning, the child is instructed to change into clean clothing with little assistance from the teacher. If a child regresses and has frequent accidents our goal will be to keep the child in underwear and work with the family to develop a plan to help the child. If the problem persists a meeting will be arranged with the parents to discuss our ability to have the child remain in the preschool program

### **HELPFUL INFORMATION**

#### **BREAKFAST**

Children who arrive at the Center before 8:00 a.m., may eat a breakfast that follows the nutrition policy at the Center. All other parents are encouraged to give their children a nutritious breakfast at home.

#### **ATTENDANCE**

Please call the Center by 10:00 am if your child will be absent or arriving late so we may make accurate arrangements for staffing. When calling, please inform the staff if your child is ill so that we can track patterns of illness. Parents of children attending the public school preschool program must call if their child will not be attending the Center on any given day as we must know who to expect off the buses. This is for your child's safety. There is not a tuition adjustment made due to absences

#### **PHOTOGRAPHS AND PUBLICITY**

Photographs or videos are often taken by classroom staff or others approved by the program director. These pictures are used as documentation and other classroom purposes or may appear in publicity materials. Parents must complete a form at the beginning of each school year to inform us how your child's photograph may be used. Parents may take pictures only of their own children when participating in classroom or program activities.



## **FIELD TRIPS AND TRANSPORTATION**

Field trips are planned throughout the year for children in the preschool classes for four year-olds and in the summer camp programs. The goal of field trips is to extend and enrich the curriculum and give children the experience of riding a school bus with familiar children and adults. Field trips are carefully chosen with education and the safety of the children as top priorities. All children enrolled the day of the field trip are expected to participate. No alternative care is available for a child whose parents elect not to have him/her participate because all available staff is needed for supervision on the field trip. There will not be any adjustment in tuition for children that do not attend the field trip. When appropriate, a limited number of parents may be asked to chaperone. Families will be asked to pay a fee to cover the expense of transportation and admission.

Children are transported by a local school bus company. If a parent/guardian chooses, they can arrange to have the child transported to the outing. Participation in the outing by the adult that drives the child will not be guaranteed and the Center will not be responsible for any expenses incurred. Families may not elect to have transportation provided by another family from the center. South Windsor Child Development Center does not assume any responsibility for the safety of children that are transported in vehicles other than the hired school bus.

Children attending the field trip wear name tags identifying only the Center.

## **CLOTHING**

Please keep in mind when dressing your child that he/she will be actively engaging in activities that include using paints, glue and other sensory material both inside and outside. Your child should be dressed in clothes that are comfortable and washable. For health and safety reasons, we require children to wear socks and sneakers or rubber soled shoes. Children may not wear sandals, open-toed shoes, flip-flops, or Crocs. In the summer children must have water shoes for water play. We will go outside in the winter if the temperature is above 25<sup>0</sup> for preschool children and 30<sup>0</sup> for toddler-age children. Children must have warm jackets, warm hats, mittens, snow pants and boots. Items that hang such as necklaces, scarves, hood strings, and dangling zipper pulls are not allowed as they may become caught on play equipment. Please be sure to label all articles of clothing, etc. to prevent losses. The Center cannot be held responsible for misplaced items.

## **BIRTHDAYS**

Birthdays are a happy event and each classroom recognizes your child's special day in various ways. You may contribute a healthy snack that follows our nutrition policy. Please speak to your child's classroom teachers for suggestions. Please do not include "goody bags". Birthday invitations must be mailed and not distributed within the center. Each year, families have access to the classroom Family Directory that is shared through Google Docs. This document includes contact information that families choose to share with other families in the classroom. Our Confidentiality Policy does not allow us to provide contact information for any family that has chosen not to be included in the Family Directory.

## **PERSONAL BELONGINGS POLICY**

At any time, Staff may check a student's belongings (backpack, cubby, etc) to ensure there are no items that go against the "Toys from Home Policy" or potentially cause a health/safety concern to other students or staff. This includes, but is not limited to, any weapon, toys, food, books, nap supplies, extra clothes. We want to ensure that EVERY student is safe in their daily environment.

Should Staff be concerned about the item in question, they will bring it to the Program Director & Assistant Director for further instruction to handle the situation. This will also be in conjunction with NAEYC Policies and Procedures, as well to ensure full jurisdiction on the topic.

It is also our obligation – as Mandated Reporters of the State of Connecticut to also involve local authorities should there be a safety concern at hand for anyone involved.

Any items that are against policy could potentially result in dismissal from the program and South Windsor Child Development Center, depending on the severity of the situation and will be left to the discretion of the administration and/or Board of Directors of the center.

## **BABY SITTING**

In order to maintain a professional relationship with families, staff members are not permitted to provide babysitting for any family currently enrolled in our program.

**SOCIAL MEDIA**

Staff members are prohibited from engaging with current families through social media such as, but not limited to, Facebook, Twitter and Snapchat.

**PARKING**

Please park your car in the spaces provided in the center of the parking lot. Do not leave your car in the driveway as you will block emergency vehicles and cause a hazard to incoming and outgoing vehicles due to reduced visibility. Do not leave your car running. Exit the parking lot in the same direction as you entered. Handicapped parking is reserved for drivers with a handicap sticker.

## South Windsor Child Development Center Parent Agreement

My signature below indicates that I have read and had the opportunity to discuss and ask questions regarding the following but limited to South Windsor Child Development Policies and Procedures:

- Discipline
- Supervision and Safety
- Health
- Nutrition
- Payments and Fees
- Vacation Credits

I understand that as a parent of a child registered at the South Windsor Child Development Center, there are additional policies and procedures which are applicable to parents and attending children. I have read the parent manual and agree to comply with its rules. I understand that should I have questions related to policies and procedures at the Center, I have an opportunity to discuss those with the Director or access the Program *Policies and Procedures* Binder.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, teachers may have no recourse but to contact the police.

I understand that South Windsor Child Development Center is mandated, by state law, to report any suspected child abuse or neglect to the appropriate authorities for investigation.

**Please print, sign and return to the office within 2 weeks of your child's start date.**

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Parent/Guardian Please Print

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Parent/Guardian Signature

Date