



Academy of Art and Learning Policies and Procedures

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OPERATING POLICY 19a-79-3a(d)(7)

Days and Hours of Operation:

The center is open Monday through Friday 6:30 a.m. to 5:30 p.m., year round. Tuition is due weekly regardless of any absence, including sick days. The Academy is closed on the following days:

- ✓ Memorial Day
- ✓ Good Friday
- ✓ President's Day
- ✓ Labor Day
- ✓ Thanksgiving
- ✓ Black Friday
- ✓ Christmas Eve
- ✓ Christmas
- ✓ New Year's Eve
- ✓ New Year
- ✓ Independence Day

Admission

- Our program serves children of all ages. A \$50.00 non-refundable registration fee, along with one week's tuition is due upon registration. Tuitions payments are to be made weekly, and due the Friday before the week of care. A \$15.00 a day late fee will be added after 5 days and your child may not return until payment is made in full.
- Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children, who are not school age, must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as they enter sixth grade.

Agreements with Parents

- Please call and let a staff know if your child is going to be absent for any reason. It is also acceptable to text Pauline at (860) 604-0356.
- An adult must accompany your child to their classroom.
- Please leave at least 2 spare outfits in your child's cubby labeled with their name on it.
- Parents must supply diapers, bottles and wipes. We provide one type of formula generic to Enfamil with Iron. If breastmilk or another formula is preferred, it is to be provided by the parent.
- Toys are not to be brought from home except on specified days.
- Parents are to supply bedding for cots. We supply sheets for cribs.

- Any changes in address, phone number, employment, etc. must be given to the Director in writing.
- In case of inclement weather, please watch channel 3, WFSB, for closings or delays.

Meals and Snacks

- “Snack” means a light meal containing two (2) food groups
- “Meal” means the food served and eaten in one sitting containing the five components
- We participate in a federally funded food program, CACFP that allows us to provide breakfast, lunch and snack daily.

Family Involvement/Access to Program and Facility

Our center has an open door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips. Volunteers are more than welcome.

Withdrawal/Expulsion of Children

- Parents or guardians must provide the center with 2 weeks written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. Likewise, if possible, the program will provide the same courtesy if care for a child must be terminated for any reason. The program will work with all children and families to avoid a child’s expulsion.

Medication Policies

- Please see full medication policy (page 13) for details.

SUPERVISION OF CHILDREN 19a-79-3a(d)(5)

The staff/child ratio is 1 staff for every 4 children under the age of three years old and/or 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must be supervised by sight and sound at all times including nap time and during transportation. 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 SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips - Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms - Staff must supervise children while they are using the bathrooms.

Transportation to/from school - All children will be supervised by sight and sound while getting on and off any mode of transportation.

Playground/Outdoors - It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- ✓ A head count will be taken before leaving the building.
- ✓ Children will be escorted by the staff to their designated play areas.
- ✓ Staff will encourage and demonstrate proper equipment usage and play.
- ✓ Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- ✓ A head count will be taken before re-entering the building.
- ✓ Staff may not leave children unattended or out of state-permitted ratios and group sizes.
- ✓ Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- ✓ When there are woodchips as surfacing on the playground, accessible to children under age three years, we shall:
 1. Be sure that all staff are aware that the woodchips pose a choking hazard to children under the age of three.
 2. Have a phone outside at all times in case of emergency.

At least one CPR certified staff member will be on the playground whenever there are children under the age of three using the playground.

PERSONNEL POLICY 19a-79-3a(d)(8)

Job Descriptions:

I. Executive Director:

- ✓ The Executive Director has to have a BS/Bain education and experience supervising staff.
- ✓ Any Director hired or newly designated on or after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education.

- ✓ The Director is responsible for the day-to-day administration of the program. He/she is responsible for overseeing all of the other staff, including but not limited to: hiring, training and terminating, as well as making sure staff files are kept current.
- ✓ The Director must possess personal qualities to care for and work with children, relate to and supervise staff, and relate to and communicate with parents.

II. Head Teacher

Qualifications:

- ✓ The Head Teacher is required to be present 60% of the hours the Center is in operation.
- ✓ Coordinate family night regularly.
- ✓ Coordinate parent / teacher conferences.
- ✓ Medication Administration , CT Early Learning & Development Standards
- ✓ The Head Teacher must demonstrate skills in effective communication both Verbal & written.
- ✓ The Head Teacher must be at least 21 years of age.
- ✓ The Head Teacher must meet the qualifications for State of Connecticut approval as a Head Teacher. Head Teacher must have a BS/BA in Education or related field.
- ✓ The Head Teacher must possess personal qualities necessary to care and work with children, relate to other adults, including staff and parents.
- ✓ Knowledgeable for CT LD's
- ✓ CPR & Medication Administration Certified

Responsibilities:

- ✓ The Head Teacher is responsible for planning and implementing the day-to-day educational portion of the program for all classrooms.
- ✓ The Head Teacher is responsible for meeting all of the day-to-day emotional and physical needs of the children.
- ✓ The Head Teacher reports to the director.
- ✓ Supply orders are due to administrator by the 8th of each month.
- ✓ Head teacher will create and distribute weekly news letters.
- ✓ Daily communication with parents as needed.
- ✓ Create curriculum for each classroom ensure holidays and seasonal activities are celebrated.
- ✓ Provide guidance to staff as needed
- ✓ Ensure safety of all children enrolled
- ✓ Closely follow licensing regulations related to our childcare center.
- ✓ Assistant directors backup.
- ✓ Make meals and provide snacks to children according to CACFP Regulations.
- ✓ Regular observation and documentation of children's progress with assistance of Lead teachers & assistant teachers.

III. Lead Teacher:

- ✓ The Staff must be at least 20 years of age.
- ✓ The Staff must possess a high school diploma or equivalency certificate.
- ✓ The Staff must possess personal qualities necessary to care for and work with children, relate to adults, including staff and parents.
- ✓ The Staff is responsible for the day-to-day direct care of the children.
- ✓ The Staff will assist in meeting all of the children's emotional and physical needs.
- ✓ The Staff will assist the Head Teacher in implementing the educational portion of the program.
- ✓ The Staff reports to Director/Head Teacher.

IV. Administrator

- ✓ The Administrator must be at least 21 years of age.
- ✓ 5 years of childcare experience .
- ✓ Knowledge of :
 - OEC regulations
 - CACFP requirements
 - State , Local , Federal rules for childcare
- ✓ The ability to organize and follow systems.
- ✓ Must be fluent in word, excel and other computer programs related to childcare .

V. Assistant Director

Qualifications

- ✓ Must be 21 Years of age .
- ✓ 3 years of Childcare Center experience.
- ✓ Extremely well versed in OEC regulations.
- ✓ Must have the ability to supervise other staff , needs to possess the qualities necessary to care for and work with children, relate to adults , including staff and parents.
- ✓ Must be able to possess professionalism.
- ✓ Must have education and experience equal to a 4 year college degree.
- ✓ Must be available to open or close as the needs of the business may change.
- ✓ High level of patience to effectively manage conflicts between staff, parents and children.
- ✓ Serve safe certified or desire to obtain the certification.

Responsibilities

- ✓ Create menu, food and supply order weekly in accordance to CACFP regulations due to the administrator by Thursday morning of each week.
- ✓ ensure safety and security of staff and children in the facility
- ✓ Ensure cleanliness and organization of the entire facility

- ✓ Answer phones and provide information regarding our program for prospective parents and schedule tours of the facility .
- ✓ Create daily plan and honey Do's for the staff .
- ✓ Deal with Vendors , repair people that enter the center & follow up on the work that was done as needed.
- ✓ Responsibilities for ensuring proper staff : ratio throughout the day .
- ✓ Send Parents request for vacations to sue for billing system .
- ✓ Send employee requests to administrator by Wednesday for the following weeks schedule .
- ✓ Send attendance records to sue weekly.

VI. Assistant Staff:

- ✓ The Assistant Staff must be at least 16 years of age
- ✓ The Assistant Staff must work under the supervision of a head or lead teacher.
- ✓ The Assistant Staff must possess personal qualities necessary to care for and work with children, and relate to other adults, including staff and parents.
- ✓ The Assistant Staff will assist the Staff or Head Teacher in meeting the day-to-day needs of the children.
- ✓ The Assistant Staff reports to Lead Teacher/Head Teacher.

Employee Benefits:

All full time employees will receive vacation or holiday pay for the following, after successfully completing their first year of service:

- ✓ Memorial day
- ✓ Good Friday
- ✓ President's Day
- ✓ Labor Day
- ✓ Thanksgiving
- ✓ Black Friday
- ✓ Christmas Eve
- ✓ Christmas Day
- ✓ New Year's Eve
- ✓ New Year Day
- ✓ Independence Day

Supervision of Staff:

The Director supervises and observes staff on a regular basis and conducts staff evaluations annually. See job descriptions for more detail.

Discipline of Staff:

Our program uses progressive discipline as a positive way to correct unacceptable job performance. All employees are “at will”, which means an employee can be terminated by the program for any reason. The following are steps which are taken using progressive discipline:

- **Step 1: Verbal Warning**
If a staff member’s job performance is not meeting program standards, or if a staff member is in violation of any policy, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness. Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.
- **Step 2: Written Warning**
A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.
- **Step 3: Termination**
Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:
 - Child abuse or neglect under Connecticut law
 - Abuse of a parent/guardian of a child or another staff member
 - Harassment
 - Being under the influence of drugs or alcohol while at work
 - Theft

- Possession of a weapon
- Violation of any policy

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Probationary Period:

All employees are subject to 90 days orientation/probation period. At the end of this time, the Director may:

- ✓ Recommend continued employment.
- ✓ Extend orientation time.
- ✓ Terminate employment.

Communication with Parents:

Daily communication with parents is vital to the success of the children's experience at the program. Parents may speak to the teachers at drop off and/or pick up and will receive written communication daily. Parents are more than welcome to call anytime throughout the day to check on their children.

EMERGENCY PLANS 19a-79-3a(d)(4)

I. MEDICAL:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will remain with the child at all times.

II. FIRE:

In the event of a fire, evacuation from the building will be through the closest marked fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to the designated area (see below per daycare) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, the children will be transported by the Academy bus to another Academy childcare center. Academy ONE evacuates to Academy TOO (634 Talcottville Rd Vernon , CT 06066.) Academy TOO Evacuates to Academy THREE (170 Hartford Turnpike Vernon ,CT 06066) . Academy THREE evacuated to Academy TOO (634 Talcottville Rd Vernon, CT 06066) Parents will be notified.

- ✓ Academy ONE evacuates to the platform located to the right of the building.
- ✓ Academy TOO evacuates to the playground.
- ✓ Academy THREE evacuates to the grass area near dumpster.

III. WEATHER:

On snow days, or during other hazardous weather emergencies, the program will announce closings on Channel 3. We automatically close when the government shuts down the state or if the building loses power. Parents will be notified via telephone to pick up their children due to early closing. Ratios will be maintained at all times and two staff 18 years or older will remain on the premises with the children until all are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid certified staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

IV. EVACUATION:

In the event that the facility must evacuate, the children will be transported in our bus to another Academy center (i.e. academy one will be transported to academy too, academy too will be transported to academy three and academy three will be transported to academy too). Advanced contact has been made with the town's Civil Preparedness Unit, adding the Center to their list for emergencies. Parents will also be notified to pick up their children. Ratios will be maintained at all times and two staff 18 years or older will remain with the children until all children are picked up.

✓ Academy of Art &
Learning ONE
288 Talcottville Rd
Vernon, CT 06066

✓ Academy of art &
Learning TOO
634 Talcottville Rd
Vernon, CT 06066

✓ Academy of Art &
Learning THREE
170 Hartford Tpk
Vernon, CT 06066

COVID POLICIES

We will Implement Basic Infection Prevention Measures to protect workers and children.

- Parents will not be permitted to enter the daycares whenever possible. For the time being will be instituting curbside pickup and drop off.
- Any adult will be required to wear a mask upon entering the daycare.
- All Children from the same family will attend the same daycare whenever possible.
- Children will be screened by staff upon arrival and they will have their temperatures taken as well and then 2 other times during the day.
- Staff members will be required to wear masks and gloves while caring for children.
- Staff will have their temperatures taken upon arrival and during the day and will not be permitted to work if the temperature is over 100 degrees.
- Children will have limited contact with other children, no more than 10 children in contact with each other throughout the day. As per OEC guidelines.
- The children will have limited contact with the staff as well, the schedule will be made so the child's classroom teacher is there by 6:30 to greet their children. Each group of kids will have contact with the same members throughout the day/week whenever possible.
- We will Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. We will utilize timers in each classroom where children and staff will be reminded to wash hands every half hour, in addition to the typical handwashing occasions which include immediately upon arrival, after touching face, after toileting, before and after serving or preparing food, after returning from break, before and after diapering, after wiping children's nose and face, etc.
- Encourage/ insist workers to stay home if they are sick.

- Encourage respiratory etiquette, including covering coughs and sneezes with a disposable tissue or into the elbow.
- Children and staff members will not be allowed to enter the building with a temperature of 100+ degrees or shows signs of illness. Staff will be sent home immediately if they develop symptoms during the day. Children that have developed symptoms will be isolated from the other children until they can be picked up.
- Enhanced cleaning practices have been implemented for execution throughout the day, as well as additional cleaning at night and weekend cleaning.
- We will not be taking any field trips until further notice.
- To mitigate the spread of the virus we will have the children outside as much as possible (weather permitting). With the extra outdoor playtime this summer please be sure to send in bathing suits, towels, and water shoes (or old shoes that can get wet for the summer) for water play. We do provide sun block and bug spray for the children. We have treated all playgrounds for ticks at each daycare.
- OEC is requiring parents to bring a change of clothes for them regardless of age of child.

ADMINISTRATION OF MEDICATION 19a-79-3a(d)(8)(7) & 19a-79-9a

The center will administer any medication prescribed by the doctor including, inhalers and premeasured commercially prepared injectable medication, nonprescription topical medication and oral medications. 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 the medication administration form 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 nonprescription medications, premeasured commercially prepared injectable medications (i.e. Epipens), glucagon and 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 not limited in the documentation are:

- ✓ Name, address and DOB of the 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 medications errors
- ✓ Food and medication allergies
- ✓ Signature of the staff administering
- ✓ Any comments

Parents will be notified by a staff member 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 the 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 a written record of the medications destroyed when shall be signed by both parties.

MONITORING OF DIABETES POLICY

Prior to attending the Center, the parent(s) of a child with diabetes mellitus will meet with the Director and Nurse Consultant to review the Center's Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Center.

An individualized plan of care for the child will be developed with the child's parent(s) and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent(s) and staff responsible for the care of the child.

While the child is in attendance at the Center, a staff person who has been trained in an approved First Aid course and in the specific needs of the child with diabetes will be on site. At the time of enrollment, the child's parent(s) will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and other necessary equipment and supplies will be labeled with the child's name and will remain inaccessible to other children when not in use.

A signed agreement from the child's parent(s) will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restocks supplies, and removes material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept locked in office until it is given to the child's parent(s) for disposal.

The Center will keep the following records as part of the child's medical record and will be updated annually or when there is any change in the information.

A current written order signed and dated by the child's physician, physician assistant or advanced practice registered nurse indicating:

- ✓ The child's name
- ✓ The diagnosis of diabetes mellitus
- ✓ The type of blood glucose monitoring test required
- ✓ The test schedule
- ✓ The target ranges for test results
- ✓ Specific actions to be taken and carbohydrates to be given when the test results fall outside specified ranges
- ✓ Diet requirements and restrictions
- ✓ Any requirements for monitoring the child's recreational activities
- ✓ Conditions requiring immediate notification of the child's parent(s), emergency contact, the child's physician, physician assistant, or advanced practice registered nurse

An authorization form signed by the child's parent(s) which includes the following information

- ✓ The Child's Name
- ✓ The parent(s) name
- ✓ The parent(s) address
- ✓ The parent(s) telephone numbers at home and work
- ✓ Two adult, emergency contact people including names, addresses, and telephone numbers
- ✓ The names of staff designated to administer finger stick blood glucose tests and provide care to the child during testing
- ✓ Additional comments relative to the care of the child, as needed
- ✓ The signature of the parent(s)
- ✓ The date the authorization is signed
- ✓ The name, address, and telephone number of the child's physician, physician assistant, or advanced practice registered nurse

The Center will notify the child's parent(s) daily in writing using a communication log, provided by the parent, of the results of all blood glucose tests and any action taken based on the test results. Incidents and emergencies will be reported to the child's parent(s) and the child's physician.

Blood glucose testing will be conducted in the office or bathroom, respecting the child's privacy and safety needs.

GUIDELINES FOR CHILD ABUSE AND NEGLECT POLICIES & PROCEDURES

Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children enrolled 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 wellbeing (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 a suspected case of abuse or neglect

Call the Department of Children and Families (open 24 hours a day) at 1-800-8422288.

The reporter's name is required, but may be kept confidential.

Reporting Requirements:

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 or her position until DCF's investigation is completed. 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 an annual staff meeting, held in March, 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 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.

DISCIPLINE POLICY 19a-79-3a(d)(2)

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 conflict are:

- ✓ Positive guidance
When disputes arise among children or between a child and staff, the staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the children’s ideas wherever 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 an activity choice in another area. Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating 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.

HANDWASHING POLICY

Staff shall wash their hands:

- ✓ Before and after changing a child’s diaper
- ✓ After toileting or assisting a child using the toilet
- ✓ Before eating or handling food, preparing bottles, or feeding children
- ✓ After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- ✓ After handling soiled items, such as garbage
- ✓ After handling animals/animal cages
- ✓ Whenever hands are visibly soiled

Children shall wash their hands:

- ✓ Before and after each diaper change
- ✓ After toileting
- ✓ Before eating meals or snacks
- ✓ After blowing their nose, coughing, or sneezing

- ✓ Before and after water or sensory play
- ✓ After playground use/outdoor play
- ✓ After handling animals/animal cages
- ✓ Whenever hands are visibly soiled

Proper handwashing technique:

1. Wet the hands and apply a small amount of liquid soap to the hands
2. Rub hands together vigorously with soap and water for at least 20 seconds (about two rounds of the “Happy Birthday” song!)
3. Wash all surfaces of the hands, including the backs of the hands, palms, wrists, between fingers, and fingernails
4. Rinse hands thoroughly to remove the soap lather
5. Dry hands with a single use disposable towel
6. Turn the faucet off with the towel.

CACFP FOOD POLICY

We participate in a federally funded food program, CACFP that allows us to provide breakfast, lunch and snack daily.

- ✓ When preparing or serving food, the staff is required to wash hands before and after.
- ✓ When preparing or serving food, staff is required to wear gloves at all times.
- ✓ All food items need to be labeled with the name of the food and the expiration date.
- ✓ Milk is to be served with breakfast and lunch every day.
- ✓ A menu is written weekly and is to be followed.
- ✓ Meal count worksheets are to be filled out at the point of service.
- ✓ When meals are served, every components needs to be handed out. All components are of equal importance, including milk.
- ✓ We follow the first in, first out (FIFO) system to ensure all food is fresh and not wasted.
- ✓ All dishes and bottles are to be washed, rinsed and sanitized with the rest of the dished after lunch and at the end of the day.

Refrigeration/ Heating

- ✓ Refrigerated items need to be kept at 40 degrees or lower.
- ✓ Food is to be reheated to 165 degrees for 15 seconds and cannot be hot-held above 135 degrees.
- ✓ We need to log temperatures daily.

Infant Feeding

- Infants need to be held during bottle feedings.
- Any unused portions of formula need to be discharged.
- Parents must provide clean bottles that need to be labeled with the child's name.
- If jar foods are being served, the whole needs to be used.
- If solids are being served, they must be served from a plate or bowl.
- Infants are on individual schedules that are to be posted by the parents, please use these and update them as new foods are introduced.

Breakfast

We provide breakfast following the guidelines put in place by CACFP.

Breakfast is composed of three components: grain, fruit or vegetable and milk.

Breakfast is served between 6:30 and 8:30 a.m.

If there are left over snacks, it is to be labeled with:

- ✓ The name of the food item
- ✓ The expiration date

Lunch

We provide lunch following the guidelines put in place by CACFP.

Lunch is composed of five components: milk, meat, vegetable, fruit and grains.

Lunch is served at 11:00 a.m.

If there is left over lunch, it is to be labeled with:

- ✓ The name of the food item
- ✓ The expiration date

Snacks

We provide snacks following the guidelines put in place by CACFP.

Snack is composed of two of the following components: meat, vegetable, fruit and/or a grain.

Snack is served at 2:30 p.m.

If there are left over snacks, it is to be labeled with:

- ✓ The name of the food item
- ✓ The expiration date

Supper

We provide supper following the guidelines put in place by CACFP.

Supper is composed of five components: milk, meat, vegetable, fruit and grains.

Supper is served when the kids return to the Academy from school.

If there are left over snacks, it is to be labeled with:

- ✓ The name of the food item
- ✓ The expiration date

Milk

- ✓ We provide whole milk for children two and under and 1% milk for children two and up.
- ✓ If children are required to drink a certain type of milk, it will be noted by their name on attendance under the allergy column. It will be served to them as indicated by the menu.

SERVE SAFE GUIDELINE

Pursuant to Public Health Code (PHC) section: 19-13-B42(s)(8)(A) and 19-13-B49(t)(7)(A) the qualified food operator of each food service and catering food service establishment is responsible for ensuring the training of food preparation personnel. Training shall include but not necessarily be limited to:

1. Instruction in proper food temperature control;
2. Food Protection;
3. Personal health and cleanliness;
4. Sanitation of the facility, equipment, supplies and utensils; and/or
5. Food Allergies.

The qualified food operator of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of the individual employees, and shall make these records available to the local health departments upon request. Training records shall be retained for the term of employment of all current food workers.

The qualified food operator is responsible for completing and maintaining the employee training sheet and training record forms or substitute forms with similar content approved by the local health department.

LATE PICK UP POLICY/CLOSING TIME POLICY 19a-79-3a(d)(3)

Two staff members 18 years of age or older will remain at the program with the child at all times. If the child has not been picked up by the time of closing, 5:30 p.m., a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. If the parents are not reached by 5:45 p.m., Pauline is to be notified and she will attempt to contact the parent. The police will be called after 30 minutes, at 6:00 p.m., if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The nonemergency number for our local police department is (860) 872-9126.

INFANT SAFE SLEEP POLICY

Our program has adopted the safe sleep practices recommended by the American Academy of Pediatrics. The flyer available, using this link, has been added to our infant enrollment packet.

<http://www.ctoec.org/wp-content/uploads/2016/01/Safe-Sleep-Info-Sheet-English.pdf>

Our policy includes the following:

- ✓ All infants under twelve (12) months of age shall be placed in a supine (back) position for sleeping in a well-constructed, free standing crib or bed designed for infant sleeping that meets current safety standards, with a snug fitting mattress unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for an alternative sleep position.
- ✓ When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- ✓ No blankets, pillows, quilts, comforters, sheepskins, soft bumpers, or stuffed toys shall be placed under or with an infant for sleeping and shall be kept out of the infant's crib or bed. We suggest that the parents provide a sleep sack for the infant rather than a blanket.
- ✓ No infant shall be put to sleep on a sofa, soft mattress, waterbed, or other soft surface. No infant shall be put to sleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing, or any place that is not specifically designed to be an infant bed unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for their use.
- ✓ Nothing shall be placed or hung over the side of a crib or other piece of equipment designed for sleeping that obstructs the staff's visibility of the infant.

DIAPERING PLAN 19a-79-10(e)

The following procedure must be posted in each diapering area, and followed:

1. Staff and children will wash their hands thoroughly and dry them with paper towel, following the handwashing policy (page 20).
2. Staff will put on protective gloves
3. Child will be placed on disposable changing paper
4. Soiled diaper will be removed and child will be cleaned with wipes
5. Soiled diaper, wipes, and changing paper will be disposed of in a covered, washable, lined waste receptacle which will be removed outside at least daily

6. Gloves will be removed and a new, clean diaper will be applied
7. If needed, diaper cream, ointment, or powder will be applied using new gloves
8. Staff will wash their hands and the child's hands
9. Diaper area will be washed & disinfected (see below) after each use
10. Changing paper will be replaced
11. Staff will again wash their hands and dry with a paper towel, following the handwashing policy (page 20).

Disinfecting Policy:

- ✓ The staff will wash hands before and after diapering each child per the handwashing policy (page 19).
- ✓ The diapering area will be disinfected before and after diapering each child using one of the following methods:
 - Diluted bleach solution and paper towels
 - Clorox wipes

CLOTH DIAPERING PLAN 19a-79-10(e)(10)

The following procedure must be posted in each diapering area, and followed:

1. Staff and children will wash their hands thoroughly and dry them with paper towel, following the handwashing policy (page 20).
2. Staff will put on protective gloves
3. Child will be placed on disposable changing paper
4. Soiled diaper will be removed and child will be cleaned with wipes
5. Soiled clothing and diaper (un-rinsed) shall be placed in a diaper pail provided by the parent.
6. Gloves will be removed and a new, clean diaper will be applied
7. If needed diaper cream, ointment, or powder will be applied using new gloves
8. Staff will wash their hands and the child's hands
9. Diaper area will be washed & disinfected after each use
10. Changing paper will be replaced
11. Staff will again wash their hands and dry with a paper towel, following the handwashing policy (page 20).
12. Parents must remove the soiled clothing and diapers daily and make sure pail is emptied, cleaned and sanitized for the next day.

POTTY TRAINING POLICY

Potty-Training

- ✓ We use charts, prizes, stickers, awards and words of praise to help encourage pottytraining.
- ✓ We post potty charts outside the bathroom
- ✓ We use reminders to help encourage children to use the bathroom.
- ✓ We do not leave children unsupervised in the bathroom.
- ✓ We send notes home with parents each night to ensure parents are up to date with their child's progress, as well as to work with the parents.
- ✓ We need to teach children about the proper hand washing techniques.

Potty-Charts

- ✓ We use individual potty charts for each child weekly, that include the child's name and the dates of the week.
- ✓ A sticker should be placed on the chart for each time the use the bathroom to pee and two stickers should be placed on the chart for each time the poop. ✓ It is important to write down the times of each bathroom trip.

If the child stays dry all day, then they are able to pick a prize and will be sent home with an award certificate.

SWIMMING POLICY

Children will be supervised at all times when participating in swimming on a field trip. There will be a staff member present and directly supervising the group of children who is at least 20 years old, who is certified in CPR.

All non-swimming children will be clearly identified by bracelet that is visually and easily recognized by lifeguards and staff. For school-age children there will be at least one program staff member with every 6 children. We only take children 6 and older on swimming field trips. We swim at Henry Park pool and the Community Pool at 375 Hartford Turnpike. A town employee sends an updated letter stating the pool lifeguard qualifications.

RECORD KEEPING POLICIES STAFF AND CHILDREN

It is required to have up to date physical and immunization records in order for all children and staff members to be able to attend daycare/work. There will be reminders sent home 45 and 30 days prior to expiration of these records. If appointments are upcoming and there is appropriate documentation, staff members and children will be able to attend daycare/work.

There is a list of children and staff records posted in the office and it is updated weekly. Parents are reminded daily verbally and notices are sent home until the proper documentation is received.

In the beginning of September, parents will be notified that their children are required to get flu shots. The parents are then reminded in October, November and December. If the child has not received the flu shot by December 31st, then the child cannot return to daycare with proper documentation of the flu shot record.

When parents are initially notified of flu shots in September, they are also made aware of the fact that if the child does not receive the shot by December 31st, they are not welcome back to the facility without it or a notification of exemption.

PLAN FOR PROFESSIONAL DEVELOPMENT 19a-79-4a(g)

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- ✓ New employee orientation (required)
- ✓ Annual training on program policies, plans, and procedures (required)
- ✓ Early childhood education
- ✓ Child development
- ✓ Licensing regulations
- ✓ Health issues
- ✓ Nutrition
- ✓ Approved first aid
- ✓ Approved CPR
- ✓ Medication administration
- ✓ Child abuse and neglect laws
- ✓ Caring for children under the age of 3
- ✓ Safe sleep practices
- ✓ Techniques used to manage child behaviors
- ✓ Emergency preparedness

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records and be maintained on site at the facility and

made available for review. An assessment of individual development will be developed for each staff person. We rely on Care 4 Kids funding to operate. Therefore, all staff will be required to do all online classes or in-house training required by Care 4 Kids.

PLAN FOR CONSULTATIVE SERVICES 19a-79-4a(h)

Section 19a-79-4a(h) of the Connecticut General Statutes require all licensed child day care centers and group day care homes to develop and implement a written plan that includes the services of an early childhood educational consultant, health consultant, dental consultant, social service consultant and a registered dietitian consultant if the program serves meals.

The Regulations for Connecticut State Agencies require each of the above consultants to provide, at a minimum, the following services to the program:

- Annual review of written policies, plans and procedures;
- Annual review of education programs
- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and staff about specific problems;
- Acting as a resource person to staff and the parents; and
- Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years.

Furthermore, the regulations require additional services to be provided by the health consultant as listed below:

- Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older; or for group day care homes, facilities that operate no more than three hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- Reviewing health and immunization records of children and staff;
- Reviewing the contents, storage and plan for maintenance of first aid kits; Observing the indoor and outdoor environments for health and safety;
- Observing children's general health and development;
- Observing diaper changing and toileting areas and diaper changing, toileting and handwashing procedures;
- Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication; and

- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed.

The selection of our program's consultants is thoughtful and deliberate, and includes the careful examination of each one's qualifications and experience. A written agreement specifying each consultant's services to the program is on file and updated annually.

EDUCATIONAL PROGRAM PLAN 19a-79-8a

Children at the Academy of Art and Learning 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 discover
- ✓ 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