



RUBY'S LITTLE GEMS CT

Family Group Daycare

595 Hope Street Stamford, CT 06907

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Owner: Shaquila Bruno

Director: Tyler Cherry



OUR PHILOSOPHY

Ruby's Little GEMS CT LLC is a family group childcare program for ages 1 years old to 5 years that provides high quality childcare in a loving, safe, and stimulating environment that enriches the children during their crucial years of development. We believe that learning takes place primarily through exploratory activities and discovery. We provide a child-centered environment with a wide range of materials and developmentally appropriate activities, which allow your child to create, manipulate, explore, and discover according to their interests. Each child is valued and recognized as a unique individual with a large capacity for growth and development. Through both group and individual activities, your child is encouraged to develop socially, emotionally, cognitively, and physically at his or her own pace. Our philosophy also incorporates open communication between the parent and provider which builds the trust needed for a successful relationship.

Shaquila Ruby Bruno (Owner)

RELEVANT EXPERIENCE

I, Shaquila Bruno (owner) have experience dealing with children of all ages from birth to high school. As well as raising one child of my own. I have earned an Associate degree and Bachelor of Science-Social Science concentration and a master's degree in Social Work. I also take monthly classes in the early childhood field to keep myself and staff current with information. Every day I plan and implement an educational program for children in the center, along with maintaining state statutes and regulations. I am responsible for the physical and emotional well-being of all enrolled children in my center's program.

Rubys Little GEMS CT Policies and Procedures Handbook

Operating Policy:

Hours/ Days of operation

Ruby's Little GEMS CT LLC is open year-round, Monday – Friday 7:30 a.m. to 5:30p.m.

We follow the (Stamford) school schedule for holidays and vacations. Tuition is due weekly regardless of any absence, including sick days. Admission Our program serves children (12months-5 years old). 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 \$10.00 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 required by the school district for which that child attends and acceptable to the local education authority.

Agreements with Parents

Please call and let a staff know if your child is going to be absent for any reason. An adult must accompany your child to and from his/her classroom and sign them in and out each day. Please leave at least 2 spare outfits in your child's cubby labeled with their name on it. Toys are not to be brought from home except on specified days. Parents are to supply bedding for cots. Any changes in address, phone number, employment, etc. must be given to the Director in writing. In case of inclement weather, please watch channel 12 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 four (4) food groups Parents must supply their child's lunch box. Be sure to label their lunch and provide an ice pack for items that may be perishable. The daycare will provide morning and afternoon snack including milk and 100% fruit juice. And Breakfast and lunch. Menus are posted on the family information board, two weeks in advance.

Provisional Enrollment The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, please see withdrawal policy.

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.

TUITION:

- Tuition payments are to be made monthly, bi-weekly, semi monthly or weekly. Monthly payments are due the first of each month, weekly payments are due Monday for that week of care. A \$10 late fee will be applied per day, after 5 days the child may not return to Ruby's Little GEMS CT LLC until payment is made in full.
- The Tuition schedule will not be altered for sick days or voluntary non-attendance. We require 2-4 week notice for Family vacations we don't charge for the time children are out for family vacation as long as 2-4 weeks notice has been given.
- All holidays have been calculated in advance and do not have any effect on the weekly tuition rate

It's the parents' responsibility to pay the full tuition whether or not the child is in attendance unless otherwise discussed and approved.

- Full time childcare is represented by a time period over a 5-day time period. The director will determine the overtime rate

Timely payments are essential for continued enrollment; however if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. The Director must approve all alternate payment arrangements in advance. Ruby's Little GEMS CT LLC **offers a multiple child discount when two or more siblings are enrolled during the same time.** We do accept Care4Kids

Care4kids

- Parents that are applying for Care4kids will be responsible for paying \$150.00 per week. We allow 4-6 weeks for Care4kids to process each application after week 6 parents are responsible for the full daycare rate until Care4kids approve the application.
- Parents receiving Care4kids can not exceed 45 hours of care per week or additional fees will apply
- Care4kids does not cover holidays or vacation so parents will be responsible for finding childcare during the daycare vacations twice per year. If it is a federal holiday that the daycare is open parents receiving care4kids are responsible for responsible for tuition for the federal holiday.
- Care4kids calculates a monthly family fee based on their guidelines. The provider may charge an additional fee if the certificate awarded plus the family fee assigned does not cover the cost of the daycare's tuition.

Full time rate: 2% annual rate increase – on your anniversary date

Fulltime: Covers 30-45 hours of childcare per week (9 hours per day)

Extended care: 46-60 hours of childcare per week (9.20 -12 hours per day)

Parttime: We only offer 2-3 days for part time childcare the flat rate for part time is 200.00

LATE FEES: Ruby's little GEMS CT LLC is open Monday thru Friday from 7:30am to 5:30pm.

The tuition rate is based on the contracted hours listed above. There will be an additional fee of \$10.00 every 30 minutes which will be due at pick up.

Closing Time Policy/Late Pick Up Policy

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 5:30pm of the child's scheduled pick up time, 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. The police will be called after 6:00pm 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 non-emergency number for our local police department is (203-977-4444)

THE DAYCARE CLOCK IS CONSIDERED TO BE CORRECT.

HOLIDAY CLOSING:

Ruby's Little GEMS CT LLC will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas until January (closed for the week)

VACATIONS:

- Ruby's Little GEMS CT LLC will also be closed for two weeks each calendar year, a week between Christmas and New Year's (National Holidays are not included as part of vacation), and one week in August. The parents will receive advanced notice of these dates.
- At all times when Ruby's Little GEMS CT LLC is closed it is the parent's responsibility to find alternative childcare

INCLEMENT WEATHER

- Ruby's Little GEMS CT LLC will follow the Stamford Public School delay/ closings for inclement weather. Please tune to channel 12 news for information on weather closings unless message received from Ruby's Little GEMS CT LLC. The parent is responsible for normal weekly tuition in the event of any closures
- In the event of an early closing due to weather, the daycare staff will contact the parent; the staff will remain with the children until all have been picked up safely

RESPONSIBILITY OF PARENTS:

PARENTS SHOULD ALWAYS CALL AND LET the TEACHER KNOW IF YOUR CHILD WILL BE ABSENT FOR ANY REASON

- Parents should supply Ruby's Little GEMS CT LLC with 2 changes of clothes. Please make sure the clothing is seasonable appropriate. All clothing should be labeled in a ziplock bag
- Bottles (labeled)/ Sippy cups (labeled)

PERSONAL ITEMS:

- All bedding and Blankets will be washed on a weekly basis
- All personal items should be labeled. This includes all coats, hats, and gloves
- Ruby's Little GEMS CT LLC is not responsible for any lost, damaged or stolen personal property

DROP OFF AND PICK-UP PROCEDURES:

- The parent or legal guardian of the child will sign the daily enrollment sheet upon arrival and upon dismissal for the day. The child's belongings will be organized and ready at pick up
- If the individual picking up the child is not recognized by the staff, a photo identification will be required prior to release of the child. The photo ID will be matched to the registration authorization provided by the parent on the registration form. No child will be released to any individual who is not formally included on the registration information and without identification to verify identity
- Once the parent signs the child out of Ruby's Little GEMS CT LLC the parent is responsible for the actions and behavior of their child
- The parent can call Ruby's Little GEMS CT LLC anytime of the day to check in on their child, either by phone or text

MEALS AND SNACKS:

- Ruby's Little GEMS CT LLC provides a nutritious morning and afternoon snack as well as lunch to the children
- Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) or allergies
- Ruby's Little GEMS CT LLC will supply all bowls, plates, cups and utensils for the children. Please label any special items brought from home with your child's name to prevent loss
- Ruby's Little GEMS CT LLC and staff will focus on developing healthy, well-balanced eating habits.

EDUCATIONAL PLAN:

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

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development. The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

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

SPECIAL EVENTS:

Ruby's Little GEMS CT LLC hosts many special events throughout the year. Such events include: Birthday parties, Holiday parties and a Graduation party.

We also take children on field trips within walking distances of the facility. These trips only occur during reasonable climate conditions.

Permission slips will be provided and must be signed and returned to the facility beforehand. A child will not be able to attend a field trip unless given written permission by a parent or guardian.

Staff must account for all children before leaving, throughout the trip, and upon their return. On any field trip, staff members must carry a cell phone along with all children's medical and contact information, and a first aid kit.

POTTY TRAINING:

Ruby's Little GEMS CT LLC will assist parents with potty training once it has started at home. Parents are responsible for diapers/pull-ups and wipes until the child has mastered the skill at daycare

STAFF PERSONNEL:

Our staff at Ruby's Little GEMS CT LLC includes: Director, Head Teacher, Teachers, and professional consultants. All staff members have completed the requirements of the Office of Early Childhood in Connecticut. In addition, the staff has several years of experience in this field. All staff will continue to complete coursework and participate in workshops and lectures to further their knowledge.

***All Staff are certified in CPR and administration of First Aid**

Ruby's Little GEMS CT LLC also provides access to services including, Social Service Consultant, Educational Consultant, Health Consultant and Dental Hygienist.

All consultants will be available for annually reviewing our policies, and reviewing our in-service educational program. They will be available for advice and consultation regarding any issues or concerns that should arise by telecommunication and in person.

Our health consultant will be visiting Ruby's Little GEMS CT LLC weekly:

- To observe children's health and development
- To review the health records of children and staff
- To address any concerns

If any other concerns should arise please speak to a staff member and it will be addressed with one of our consultants.

SUPERVISION PLAN:

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.

Outdoor Supervision Plan

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 mulch pose a choking hazard to children under the age of three.
2. Staff will always Have a phone outside in case of emergency.
3. At least one CPR certified staff member will be on the playground whenever there are children under the age of three using the playground.

Revised 11/2019

4. Staff will stand in front of the basement additional entrance to assure students are climbing on the door or hurt by the sharp edges.

DISCIPLINE POLICY (Behavior Management Techniques)

The protection and wellbeing of all children enrolled in our daycare program is extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. Our guidance is preventive and not punishing. Our teachers set limits, which are developmentally appropriate, enforce them consistently and serve as role models. All appropriate behavior is encouraged and praised, and courtesy and respect for others is molded

Ruby's Little GEMS CT strives to build each child's self-esteem, independence and ability to socialize in a group. This is done, primarily, through developing a child's self-control. All guidance techniques are based upon knowledge of a child development and familiarity with the child.

1. 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 and find solutions using the children's ideas wherever possible.

- There are choices for activities, supportive teachers and an appropriately stimulating curriculum.
- Teachers act as role models, treating children and adults with mutual respect
- Teachers and children set reasonable and fair limits
- Teachers will reinforce positive behavior.

2. Natural and Logical Consequences: Physical and/or verbal abuses are never acceptable forms of discipline. Rather, there are consequences that naturally or logically follow.

3. Setting Clear Limits: Teachers will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.

4. Redirection: Teachers help/allow children to select alternative activities. This diffuses the situation when the children do not have the abilities to deal with the situation.

5. Separation: When a child is enraged or extremely upset, he/she may need time and assistance in calming his/herself. This is done by sitting with a child, often with a book or a soothing activity. The child may always rejoin the group as soon as they are ready to join. "Time out" is not used in this program as it is nothing more than punishment.

Staff will continuously supervise children during disciplinary actions.

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

SICK POLICY:

In general, a child with a mild illness such as a cold, running nose, cough or a treated ear infection may remain in child care if the child is well enough to participate in the daily activities and if the child does not require one to one care. Ruby's Little GEMS CT LLC believes in open and honest communication between the parents and staff with regards to any health issues of the individual child and health concerns of the group setting. All staff is properly trained in CPR and Connecticut Child Care First Aid. A nurse consultant will visit Ruby's Little GEMS CT LLC weekly to maintain and review all health records, her weekly visits allow Ruby's Little GEMS CT LLC an opportunity to use her expertise to address any areas of concern, issues of health or safety and to educate the staff regarding specific needs. In addition she is available for consultation at any time.

There are times we ask a child to stay home or will be sent home if already at Ruby's Little GEMS CT LLC for the following:

- A child (12) months of age or older with a temperature of 101 or higher
- A child has a serious or contagious illness and or infection
- Diarrhea – A child experiencing two frequent stools
- Unidentifiable rash
- Excessive crankiness or irritability
- Head lice or eggs

Any child who is ill at Ruby's Little GEMS CT LLC will be separated from the group setting and stay with a staff member in an isolation area until the child can safely leave the daycare. We ask that you pick up your child promptly. If there is any reason we cannot make contact with the parents, we will make contact with the emergency contacts listed on the registration form so that a timely departure can be assured for the best interest of the child and the group. **In order for a child to return he/she should be fever free for 24 hours.**

Please remember that the childcare setting serves the needs of children within a group setting. The health of all the children depends upon the cooperation of all parents with regards to the sick policy.

The following is a list of illnesses that require treatment. Any child having any of these illnesses will not be allowed back to the daycare until treatment is given and/or a release is provided by the child's pediatrician stating he/she is safe/able to return to the daycare. If the following illnesses are detected at Ruby's Little GEMS CT LLC the child will be sent home.

- Chicken Pox – The child must remain out while actively developing blisters. The child may be returned after all pox have crusted over (usually 7 days)

Revised 11/2019

- Impetigo – The child may return 24 hours after treatment has begun
- Conjunctivitis (pink eye) – The child may return 24 hours after treatment has begun
- Head Lice – The child may return once lice free
- Strep Throat/Scarlet Fever – The child may return 24 hours after antibiotics have begun and is fever free
- Hand/Foot/Mouth Disease – A child with signs or symptoms indicative of the disease must remain out of the daycare during the active “blister” phase
- Undiagnosed Rash – A child may return once seen by his/her pediatrician with a release

MEDICATION POLICIES:

Ruby's Little GEMS CT LLC will administer non-prescription medications, diapering creams, teething ointments, and sunscreen. All ointments and creams must be brought in their original containers and labeled with the child's name. Ruby's Little GEMS CT LLC will only administer these topical medications with the proper paperwork filled out by the parents, which will be provided upon request.

ADMINISTRATION OF MEDICATIONS:

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

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

Please note that there are many variations of 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 childcare 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

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prescription, and directions for use. Except for nonprescription medications, premeasured commercially prepared injectable medications (i.e. EpiPen's), 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 (means of communication) 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.

EMERGENCY PLAN:

Medical: In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will contact the family of the child. Attempts will be made to consult with the child's health care provider. If neither is available, the programs medical consultant will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. Staff is not permitted to put a child in their own vehicle. Another staff member will notify the family or alternative pick up person to meet the child at the Emergency Room. Additional staff will be called in to maintain ratio.

In the event a child becomes ill at daycare, parent/guardian will be notified and will be asked to come and pick up the child. The child must be picked up immediately if the child is vomiting, has more than 2 loose stools, and if the child has a fever over 101. Staff has the discretion to contact the parent/guardian if there is any concern on the part of the daycare. The state requires that a child must be fever-free for a 24 hour period before returning to daycare. A doctor's note will be required if the child is out sick for more than four days.

Fire: In case of a fire evacuation from the building it will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be on the way out. The group will walk safely away from the building and line up for attendance. The staff will immediately take attendance. The Director person in charge will be responsible for taking the sign in/out sheet, portable first aid kit, cell phone and emergency contact information with them. Should it not be possible to return to the building, staff will walk the children to Springdale Elementary School then parents will be notified via cell phone to pick up their child

EMERGENCY PLAN:

Weather: On snow days or during other hazardous weather emergencies, the program will follow the city's public school closings. Parents will be notified via television announcement or via telephone. In the event conditions require our program to shelter children, we will have additional resources ie; flashlights, water, food, and clothing available. In the event of other serious weather emergencies such as tornadoes or hurricanes, children and staff will remain indoors away from windows and doors. First aid 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.

Evacuation: In the event that the facility must evacuate, the children will walk to Springdale Elementary School .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 always be maintained and two staff 18 years or older will remain with the children until all children are picked up.

POLICY FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT:

Just a Helping Hand LLC is required by law to report suspicions of child abuse or neglect concerning any child enrolled in the program. Staff members are protected by law from retaliation or discrimination as a result of reporting abuse or neglect.

The director is responsible for informing parents/guardians, making an oral report to DCF with the staff member or witness, and assuring that a written report is sent within 12 hours. Children who are in need of medical care are taken to Stamford Hospital or their pediatrician by a daycare staff member.

Ruby's Little GEMS CT LLC has a zero tolerance policy for abuse and neglect of children. Any staff member who is accused of such is immediately removed from the facility and is subject to an investigation by DCF.

COMPLAINT PROCEDURE:

In general, if a parent has a concern about Ruby's Little GEMS CT LLC or the child's welfare, he/she should discuss the matter directly with the director.

In the event that the matter cannot be directly resolved by the director, a parent can finally refer the matter to a higher authority- such as a daycare specialist for the state of Connecticut.

As per state regulations, specific information about the complaint procedure is posted on the daycare bulletin board.

DAILY SCHEDULE

7:30 am – Children Arrival/ free play Nursey Rhymes

8:30 am – Breakfast

9:30 am – Learning Centers/Creative Activities

10:30 am – Mid-Morning Snack

11:00 am – Outside Play (Weather permitting)

Noon – Lunch

1:00 – 3:00pm – Nap Time

3:00 – 3:30pm – Afternoon Snack

3:30 – 4:30pm – Free outdoor play (weather permitting)

4:30 – 5:30pm – Free Play/Home Preparation

Abuse and Neglect Policy

Revised 11/2019

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

1. Definition: Child Abuse includes: - Any non-accidental physical or mental injury (i.e. shaking, beating, burning) - Any form of sexual abuse (i.e. sexual exploitation) - Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)

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 1-800-842-2288. - The reporter's name is required but may be kept confidential. Information needed: - Name of child/Date of birth - Address of child - Phone number of child - Name of parents or guardians - Address of parents or guardians - Phone number of parents or guardians - Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect - Exact description of what the reporter has observed - Time and date of incident - Information about previous injuries, if any - Circumstances under which reporter learned of abuse Name of any person suspected of causing injury - Any information reporter believes would be helpful - Any action taken to help or treat the child - Seek medical attention for the child – if needed Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF. Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e). All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his 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 bi-annual staff meetings, held in September and February, 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.

Please sign the bottom of this form, by signing this form you acknowledge you have received the handbook and agree to abide by the terms and policies in this book.

Parent/Guardian Signature: _____

Date:

Personal Policy

Job Descriptions:

Director: The Director must have a high school diploma or equivalency certificate and have 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. All the other staff are to report to the Director. In the event the Director is absent, the Head Teacher would be designated as in charge. The Director is always responsible in ensuring adequate coverage in the classrooms (staff child ratio and group size).

Head Teacher: The Head Teacher is required to be present 60% of the hours the Center is in operation. The Head Teacher must be at least 20 years of age. The Head Teacher must have a high school diploma or equivalency certificate. The Head Teacher must meet the qualifications for State of Connecticut approval as a Head Teacher. The Head Teacher is responsible for planning and implementing the day-to-day educational portion of the program. The Head Teacher is responsible for meeting all of the day-to-day emotional and physical needs of the children. The Head Teacher must possess personal qualities necessary to care for and work with children, relate to other adults, including staff and parents. The Head Teacher reports to the director

Staff: The Staff must be at least 18 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 the children's emotional and physical needs. The

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Staff will assist the Head Teacher in implementing the educational portion of the program. The Staff reports to the head teacher

Assistant Staff: The Assistant Staff must be at least 18 years of age. The Assistant Staff must work under the supervision of a Staff or Head 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 the head teacher.

Employee Benefits: All full-time employees will receive vacation or holiday pay for the following, after successfully completing their 90 days probation period:

Labor Day ,Thanksgiving ,Christmas, New Year, Independence Day ,Second week of August In addition to these days, all full time employees will accrue 1 personal day every other month, to use for vacation, sick days, etc. All full-time employees will also receive pay if the center closes or delays for inclement weather. 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 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.

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

Required Components: • One (1) percent of total annual hours worked required for program staff • Documentation of a professional development plan for each program staff Sample Plan for Professional Development 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.

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.