

# Little Blessings Childcare Center

*"Start children off on the way they should go,  
and even when they are old they will not turn from it."*

*Proverbs 22:6*



A division of

**Christian Life Academy**

"A vibrant, Christ-centered school of excellence!"

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*Welcome to Little Blessings Childcare Center (LBCC)!*

We are honored that you have chosen us to partner with to care for your precious child. Children at Little Blessings Childcare Center 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.

**Philosophy and Statement of Faith**

We believe that every child develops according to his or her God-given pace, personality and learning style. We strive daily to lovingly meet each child's needs while offering stimulating and varied experiences to help them discover and grow.

As a division of Christian Life Academy, LBCC is a ministry of First Assembly of God Church. We do acknowledge that Jesus Christ is our Lord and Savior, and we approach teaching from this point of view, honoring God as our Creator and loving Father.

Close communication between LBCC and our families is crucial to each child's adjustment at the center and to his or her daily care. You are the most important people in your child's life, and we welcome and value your input. We encourage you to contact our Center Director, teachers and staff whenever you have any questions, concerns, or just want to check in.

This handbook will familiarize you with our center's philosophy, policies,

procedures, and programs. Please read it carefully and thoroughly. Upon reviewing and reading it, please sign and return the last page. This step confirms that you understand and agree to follow LBCC's policies.

### **State Approval and Memberships**

LBCC, under Christian Life Academy, is a member of the Association of Christian Schools International (ACSI), the largest Christian school organization in the world. LBCC is licensed under the Connecticut Department of Health.

### **Educational Program Plan**

19a-79-8a

At Little Blessings Childcare Center we believe that young children are learning constantly. From the first moments after birth, every interaction with family, caregivers, peers and the environment presents a message that affects young children in a positive or negative fashion. Additionally, we recognize that the first three years of a child's life are a season of unmatched growth and a crucial window in which each child's personality and well being are forming. Our staff members have dedicated themselves to being a message of love and security, while encouraging natural curiosity and opportunities for learning and exploration, all in an atmosphere that breeds peace and comfort for each child.

LBCC offers developmentally appropriate care and activities with specific learning and developmental goals in mind. Our staff of nurturing professionals take seriously our responsibilities to both you and your child, and have dedicated ourselves to creating a loving community where your child's physical, emotional, cognitive and spiritual growth are our utmost concern.

#### **Required Components for daily program:**

- ❖ Flexible schedule
- ❖ Meet and enhance the individual needs of the diverse population of children served which includes cultural, language and developmental differences must be addressed
- ❖ Indoor and outdoor physical activities which provide opportunities for fine and gross motor development
- ❖ Problem-solving experiences that facilitate concept formation, language development and sensory discrimination

- ❖ Creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program, including but not limited to:
  - \*Arts and media
  - \*Dramatic play
  - \*Music
  - \*Language
  - \*Motor activity
- ❖ Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with book, poems, stories and songs
- ❖ Experiences that promote self-reliance and build self-esteem including but not necessarily limited to self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials
- ❖ Health education experiences that include modeling good health practices, sound nutrition and safety awareness
- ❖ Child-initiated and staff-initiated activities
- ❖ Exploration and discovery
- ❖ Varied choices for children in materials and equipment
- ❖ Individual and small group activities
- ❖ Active and quiet play
- ❖ Rest, sleep or quiet activity
- ❖ Nutritious snacks and meals
- ❖ Toileting and clean up



### Curriculum

We have organized the curriculum in a thematic format with your child's developmental goals in mind. As each child grows at his/her God-given pace, we carefully observe them to determine what skills they are mastering as well as where the natural growth process will take them next. In this way we can offer various opportunities to practice a skill, enjoy the success, and stretch forward to the future. We carefully structure the days to include experiences that will enrich your child's growth in the following areas:

Body / Physical Development:	Fine and gross motor activities, such as climbing and tumbling, stacking and balancing; sensory exploration and enjoyment, such as sand or water play; music and movement; artistic expression and experiences.
Mind / Cognitive Development:	Reasoning; communicating through expressive and receptive language; problem solving; pre-math concepts, such as sorting and ordering; observing and enjoying science in nature; holidays and special day celebrations; imaginary play; and social growth through interactions with peers and caregivers.
Emotional and	Developing a sense of self, security, and worth; bonding in a loving relationship

**Primary Caregiver**, the person who typically will be responsible for your child

### **Your Transitioning Child**

CLA has provided an excellent preschool education for children since 1987, and has the reputation for outstanding early academics, such as early reading and phonics skills, math and science, coupled with a special emphasis on the arts and drama. CLA's goal is to balance these structured and semi-structured learning times with ample time for each child to make their own play and creative choices. As age 3 approaches, Little Blessings will partner with you in preparing your child to meet the K3 programs requirements based on the teachers discretions and "Connecticut Early Learning and Development Standards." For a copy of the state's requirements, please visit [www.ct.gov.oec.elds](http://www.ct.gov.oec.elds).

Little Blessings and CLA reserve all rights to dismiss your child at the age of 3 years and 3 months if these and our requirements are not met.

### **Outdoor Play**

Young children love being outside; they are "*natural naturalists*", with an innate sense of curiosity and wonder. The experiences shared during outdoor play are life-enhancing moments that cannot be duplicated even in the best indoor situations. A love of nature and appreciation of its beauty and complexity is a valuable attitude to bring into adulthood. Being involved with natural elements and the changing surroundings of the outdoors brings a sense of peace and a balance to our primarily indoor world.

Because of these convictions, our children will go outside to play every day, except in extreme weather conditions. Please be sure to include weather-appropriate clothing, and clothing that is appropriate to play in. Mud play and fussy dresses are not a happy mixture. We cannot be accountable for damaged clothing. Snow pants, boots, hats and mittens will be needed daily in winter months. In warm weather, please send in your choice of sunscreen. Non-toxic insect spray, a hat and sunglasses are also recommended. Please note that if your child is not well enough to go outdoors, they should be kept at home.

## Working Together

### Family Communication

We are committed to developing a strong tie between the center and your home in order to provide an optimal care experience for your child. You will receive daily communication from your child's teachers letting you know how the day has gone, what your little one especially enjoyed or what didn't seem to go so well, along with the day's schedule, meals and diapering (if applicable). Your teacher will keep a portfolio and journal for each child. Center-wide informational notes will be sent home to keep you informed of news, events, and any special projects or needs coming up.

Our Director as well as teachers are easily contacted for conversations throughout each day. In the interest of confidentiality, we may suggest a phone call or separate time to discuss something in greater depth. Our direct classroom telephone number is 203.775.5191 extension 630

Please be sure to keep us informed of any significant home happenings, care tips, milestones, any new foods introduced for young children, and any upsets in their usual routines or health. We *really* value your input, and will observe strict confidentiality for sensitive issues.

In addition to the above ongoing communication, our staff will be frequently assessing your child's development in the event a formal parent and teacher meeting is needed. During these times, we will work together to focus in on your child's growth and achievements, as well as address any changes or concerns either you or our staff may bring up. These in-depth meetings are always very fruitful and give home and school a chance to renew and revive our partnership for the very best care and education of your child.

## Visitors to the Center

Only children who are registered as students along with their caregivers, members of the faculty or staff of the center and CLA are to be in the classroom or have contact with our children unless the Director has given explicit permission.

All visitors must sign in at the CLA office; receive a visitor's badge *and permission*

to enter the center or school for an approved purpose and length of time. The CLA office will notify the Little Blessings staff when a visitor is arriving, the reason for their visit, and the expected length of the visit.

### **Discipline Policy & Behavior Techniques**

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

Toddlers' and young children's behavior is naturally self-centered and motivated by self-interest, often demanding immediate attention. The goal of discipline is to help children develop inner controls so that they move towards appropriate social behavior. As they come to know their caretakers, to know that they are loved, safe, and tenderly cared for apart from Mom and Dad, they will find it a bit easier to wait, to delay what they need, and not become agitated and upset, demanding that immediate attention. They will find themselves at peace once this trust has been earned and internalized.

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.

❖ Making the right choice

By being given the opportunity to make their own decisions—knowing what the natural consequences will be in advance—the children will gradually grow in self-control.

❖ 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.

### **Encountering Aggressive Behavior**

Aggressive behavior and language is not permissible at Little Blessings. Like all of us, children will occasionally exhibit behavior that is hurtful to themselves or others. If the conflict is a minor issue, it will be dealt with by reminders and redirecting to kinder, more appropriate methods. If the behavior is putting him/herself or another in danger, it will be handled more decisively.

Such behavior would require the child being physically separated from others by moving to a quiet place. The child may also choose another activity away from the conflict area. A caregiver will monitor the child until the child's emotions and behavior are under control. Staff will never be abusive, neglectful, or use corporal punishment under any circumstances. The child will be given a choice to make, and will rejoin the group only when we are assured that there will be no repeat of the unsafe behavior. Rarely does it occur that a child does not regain control. In such an instance, a parent may be contacted to take the child from the center for the remainder of the day.

The first time a child acts aggressively or puts him/herself or another person in danger, the parents will be notified as soon as possible. A child will not be physically restrained, except as a last resort when restraint is necessary to protect the child or others. If aggressive behavior should recur, parents will receive an incident report detailing the incident and, if possible, the events that led up to the episode. Often this will give us insight into why this child is reacting so strongly. If aggressive behavior should continue and occur a third time, a meeting between parents, teachers and the director may be called to devise a plan of action to help the child get past acting destructively. If a parent refuses to meet with the teachers and directors, this may be grounds for dismissal, since we have little hope of extinguishing the hurtful behavior without parental cooperation.

While biting is a natural part of toddler development, we recognize that it is particularly upsetting to parents. Toddlers may bite for a number of reasons, such as frustration and lack of language to express their emotions, or painful teething. Our staff will do their best to prevent a recurrence, such as separating the child who is biting, redirecting their behavior in a more positive way. The child who was injured will receive appropriate TLC, first aid, and soothing to help him/her feel safe again. An incident report will be filled out for both sets of parents.

If a bite seems particularly bad or has broken the skin, we will telephone the parent before pick up time. Our policy is to not reveal the name of the “biter” to the parents of the injured child. If biting becomes chronic, we will meet with the child's parents and devise a plan of action to try to put an end to the behavior. Because biting is a common toddler behavior, it is not grounds for automatic dismissal. We will, however, vigorously work to end it.

Dismissal will be considered if the child repeatedly acts out in ways that harm others. If our attempts to eliminate the behavior have met with little success, and we don't see a marked improvement in the child's reactions, dismissal will be our only recourse to keep others safe.

### **Expulsion**

Expulsion will be considered if the child repeatedly acts out in ways that harm others. If our attempts to eliminate the behavior have met with little success, and we do not see a marked improvement in the child's reactions, dismissal will be our only recourse to keep others safe. Reasons for expulsion will determine if the departure is immediate, or if a minimal notice will be given to allow for other care arrangements to be made.

Payment for the current day, week, or month will be due in full if expulsion results. This is determined by the payment plan in place at the time of enrollment.

## **Guidelines for Child Abuse and Neglect**

### **Policies & Procedures**

17a-101a-d.

As a Christian institution of education, Christian Life Academy has a basic and legal obligation to protect the health and welfare of the children it serves. We recognize that health and safety are inextricably interwoven with the academic achievement and spiritual growth of our students. Child abuse and neglect are a direct violation of the school's ministry to provide for a student's intellectual, emotional, physical, and spiritual development. Therefore, Christian Life Academy staff members are legally, ethically, and spiritually mandated to work collaboratively with appropriate agencies regarding suspected child abuse and neglect, by immediately reporting any suspicions or actual knowledge of child abuse or neglect to the Connecticut State Department of Children and Families (DCF), as required by Connecticut General Statutes, Sections 17a-101a-d. Further, it is our policy to cooperate with DCF and law enforcement agencies in the course of

investigations into alleged child abuse or neglect.

### Definition

Staff members frequently become the people to whom a child discloses the presence of abuse or neglect because the staff member is a stable and abiding adult influence in that child's life. All of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center. The first step in helping abused and neglected students is learning to recognize the signs and symptoms of child abuse and neglect.

### Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

### Child Abuse is defined as:

A child who has had

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

### Child neglect is defined as:

A child who has been:

- Abandoned

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

## Procedures

### Staff responsibilities:

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

If any staff member suspects that a child has been abused or neglected, he/she will immediately share this suspicion with the school principal (and the school nurse for evaluation as needed). Should the abuse or neglect require medical attention, every effort will be made to provide those services. The nurse will determine what, if any, further medical attention is needed. If the recommendation for further attention is determined, the child will be transported by ambulance to Danbury Hospital and the parent/guardian will be notified.

### 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

The staff member who suspects abuse and neglect must make an oral report by telephone within 12 hours to the Department of Children and Families (DCF) Hotline at 1-800-842-2288. This ensures that the report is made firsthand, in a timely and accurate manner. If collaboration with the school principal is not immediately possible, for whatever reason, the staff member must report suspicions immediately and directly to DCF. Proof of abuse or neglect is not required before reporting. Early reporting of abuse and neglect is important in preventing future harm to the child and his/her family.

After the normal business hours of Christian Life Academy and/or DCF, if it is believed that a child is in imminent danger from abuse and/or neglect, the staff member will call the local police department (Brookfield Police at (203) 775-2575) or the police department in the town in which the child resides. In addition, the employee must make a report to the school principal and to DCF at the earliest opportunity, even if a report has already been made to law enforcement.

DCF may request the staff member to submit a written report within 48 hours of making the oral report. A copy of the written report must be kept in a confidential file in the principal's office, apart from the student's academic or health files.

The staff member may reserve the right to remain anonymous, according to state law. When intervening in families, DCF focuses on the content of the report, not on who called. Unless the staff member gives consent, or unless the court orders otherwise, DCF will not reveal the reporter's name. Connecticut General Statute, Section 17a-101e assures that anyone making a report to DCF "in good faith" is immune to any civil or criminal liability. It is in the child's best interest to report first and let DCF assume the responsibility to further investigate suspicions.

After consulting with DCF and the school principal, and potentially the school nurse, a collaborative decision with the reporting staff member will be made concerning whether the school will reveal the report to the family. It is important to be honest with families. Discussing concerns regarding abuse or neglect, and employee responsibilities to report suspicion may remove the burden of disclosure from the child.

### Documentation

If a staff member has a conversation with a student who discloses the presence of abuse and/or neglect, or presents information suspicious of abuse or neglect, the staff member needs to document exact statements made by the child, using quotes

whenever possible. The staff member should also document the exact date and time of disclosure or observation, under what circumstances the student disclosed, the demeanor of the student at the time of disclosure, and the nature of what was observed. Inquiry should be limited to such questions as how the injuries happened and/or whether medical needs have been attended to by a parent. The purpose of this documentation is to assist the staff member in accurately recalling what led them to suspect abuse or neglect, should law enforcement, DCF, or the court need that information.

As required by Connecticut General Statutes, the report shall, if known, specifically contain the following:

- 1) Name, address(es), and home phone number(s) of the child suspected of being abused or neglected;
- 2) Date of birth and current grade of student;
- 3) Name and address of the person responsible for the child's welfare;
- 4) Specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries);
- 5) Identity of the person or persons suspected of being responsible for such abuse and neglect;
- 6) Identity of other children and adults in the household, and
- 7) Any other information that might be helpful in establishing abuse and neglect for DCF.

When anyone reports abuse or neglect to DCF, the intake worker will ask many questions but knows that the reporter may not have all the answers, Information concerning and documentation of suspicions, or actual knowledge of child abuse and/or neglect are confidential and must be protected. Staff members may share only necessary and appropriate information in order to protect the safety of the child. All written documentation or reports, data collection, nursing assessment and interventions, or proof of child abuse or neglect will be maintained in the student's confidential file in the Christian Life Academy principal's office. The school nurse will make a simple notation of the report's existence in the student's health file.

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.

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.

#### Staff Training and Education:

Staff will be required to attend bi-annual staff meetings, held in August and March, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. The school nurse will also provide a review of the signs and symptoms of child abuse and neglect which the school staff should be cognizant of and watching for among our students. All new staff will be trained in these procedures prior to their start in the classroom.

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.

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.

## Parental Involvement

Parents are welcome to be as involved in Little Blessings as your schedule allows! We know that working parents are very busy, and that you have many pulls on your time. The following are some of the ways parental involvement may take shape:

- Opportunities for volunteering, such as during special events.
- Be recruited to work on carrying out special projects or enrichment events for our children.
- Sharing a special talent, project or treat with the group.
- Daily, weekly and monthly communication is exchanged through such means as: morning and afternoon greetings, daily student sheets, bulletin boards, informational handouts, and phone conversations.
- Center-wide calendar, daily sheets, and daily interaction to keep you informed.
- Parents are encouraged to share thoughts or concerns with our staff and director at any time. For working parents, text and e-mail is a great, convenient way to do this.

## Emergency Plans

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

### **Medical Emergency Plan:**

1. **Assessment:** In accordance with Section 19a-79 of Connecticut General Statutes and Section 19a-79-4a of the Regulations for Connecticut State Agencies employees in a Child Care Center shall be certified in Cardiopulmonary Resuscitation ( CPR ) by the American Heart Association, the American Red Cross, the National Safety Council, the American Safety Health Institute, or Medic First Aid.
2. **Minor Cases:**
  - a. Minor first aid will be administered by nurse or trained staff.
  - b. Parents will be notified as to nature of accident and care.
  - c. A log will be maintained on such incidents.

### 3. Severe Cases:

- a. A qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child.
- b. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted.
- c. 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.
- d. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room.
- e. Additional staff will be called in if necessary to maintain required ratios.

### **Fire Emergency Plan:**

3. In the case of a fire emergency the fire alarm will sound.
4. The fire department will be alerted automatically via alarm system.
5. The teachers will follow an emergency evacuation plan and will evacuate them in evacuation cribs to the designated safety area.
6. The director will check the room to make sure no students remain behind.
7. The director will check the entire building including the bathrooms and unused rooms to assure all students are safely out of the building.
8. Little Blessings classes will assemble on the lower right side of the parking lot near the churches handicap parking spaces. There, the staff will double check and take a name to face attendance.
9. The director or person in charge will be responsible for taking the attendance book.
10. Portable "to-go" kits and cell phones will be with each lead teacher.
11. In the event that staff and children are not able to reenter the building, they will be transported to the YMCA's Green Knoll Center or Prince of Peace Church. There, the parents will be contacted to arrange for pickup. Parents will be asked to sign out their children upon arrival.

### **Emergency Evacuation Plan:**

12. Christian Life Academy is listed on the town of Brookfield's Civil Preparedness Plan. CLA has been issued a Public Alert Radio by the Dept. Of Homeland Security as an emergency alert signal for major events that might require evacuation. All procedures given by town officials would be followed in a severe emergency situation of such a high magnitude.
13. Children will be transported to one of two evacuation sites, depending on where and what the emergency is; one, next door, the Prince of Peace Church or transported to the YMCA Green Knoll Center in Brookfield.
14. Teachers will take all class rolls with them in any emergency evacuation.
15. Parents will be notified to pick up children at one of those sites.
16. Staff members will stay until all children are picked up.

### **Weather:**

17. When a winter's storm makes conditions hazardous, school will be closed. Such closings will be communicated via text message to parent(s) as soon as possible.
18. Delayed openings will be handled using the same method.
19. In the event of an early dismissal, parents will be notified by telephone, and by text.
20. Ratios will always 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.
21. 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 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.

**Please note:** Full tuition is still due despite closings for storms or other emergencies.

***IMPORTANT: We are a “commuter school” travel conditions may be different where you live or on your route to the center. Each parent must decide if the trip is safe for them.***

## LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures.

1. **Lockdown** – There may be a threat or potential threat **INSIDE** the school.
2. **Shelter in Place** – There may be a threat or potential threat **OUTSIDE** the school.
3. **Evacuation**

### Lockdown

- Building administrator will order and announce “This is a Lockdown.”
- Repeat announcement several times. Communicate via radio to people outside of the building if possible.
- Immediately direct all students, staff and visitors into the nearest classroom or secured space.
- Teachers and staff should scan the hallway for students in the hall while closing and locking the door. Assess the person in the hallway and bring them into the class if appropriate.
- Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to primary evacuation site off school grounds. Inform the office and police if you are moving to the primary evacuation site off school grounds.
- Lock classroom and office doors. Turn off lights, shades closed. Computer screens should remain on. Take attendance.
- Move people away from windows and doors. Move to an area that provides the best available shelter/cover for students and staff. Insure students and staff cannot be seen from outside the classroom.
- No passes; no hallway traffic.
- Students and staff should remain **SILENT** and keep out of sight.
- Follow the direction of recognizable police officials.
- **DO NOT** respond to anyone at the door until an “all clear” is announced by the principal or a recognizable building administrator.
- The lockdown is officially over when a recognizable building administrator announces “all clear.”
- Email message sent to parents.

### Shelter in Place

- Building administrator will order and announce “This is a Shelter in Place”.
- Repeat announcement several times.
- Direct all people outside of the school to enter the school immediately.
- Lock exterior and interior doors and first floor windows.
- Clear hallways, restrooms and other rooms that cannot be secured.

- Close shades/blinds, keep students away from windows.
- Take attendance, no passes will be given out.
- Continue teaching and inside activities.
- Follow the direction of recognizable emergency personnel.
- The “Shelter in Place” is officially over when a recognizable building administrator announces “all clear.”
- Email message sent to parents.

### Evacuation

- Students and staff will use the fire drill evacuation route UNLESS directed otherwise by administrators or emergency personnel.
- Students and staff will report to the predetermined evacuation area for that classroom or area. Take attendance.
- Students and staff will remain in the determined area until an “All Clear” has been given by a recognizable building administrator and they have been directed to return to the building.
- Students and staff may be directed by school or emergency personnel to another site or to transportation which will bring them to another site. Staff should supervise students and insure orderly movement to the site, and that all students are accounted for.
- Arrangements will be made at the alternate site to dismiss students in an appropriate manner.
- Email message sent to parents.

### **Supervision of Children**

19a-79-3a(d)(5)

1. The following staff ratios will be maintained at all times in the center:
  - a. Children under 3 years ~ one staff member for every four children present.
  - b. Children 3-5 years ~ one staff member per ten children in attendance.
  - c. Mixed ages 6 weeks-5 years ~ ratios for the youngest age will be maintained for mixed age groups. This includes indoors and outdoors. At least two staff members will be present at all times.
2. The group size shall not exceed twenty children over three and not more than eight for children under three.
3. Children are watched carefully while inside and outside at play. Staff members are stationed at equipment at all times. Other staff rotates among play areas.
4. Children are never to travel outside or inside alone. A staff member is designated to make bathroom trips, ect. with them.

5. Children are carefully watched while at play or during an activity within the center. This includes bathroom time. A staff member is always present and available for help
6. Children are supervised by sight and sound at all times including nap time and during transitions.

**No child/children should be left alone for any period of time.**

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.
- \*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.

### **Operating Policy**

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

#### **Days and Hours of Operation**

LBCC is open 50 weeks of the year, Monday through Friday, beginning at 7:30 a.m. and closes promptly at 5:30 p.m.

#### **Holidays, Closings & Special Events**

The center will be closed according to the following list

Labor Day	Columbus Day	Thanksgiving Break
Christmas Break	New Years	Civil Rights Day
Presidents Day	Good Friday	Memorial Day
4 <sup>th</sup> of July Vacation	TBD- Teacher In Service	TBD- Early Dismissals

You will also receive a listing of these closings as well as any scheduled special events.

**Please note:** Tuition is still due regardless of any absence, including sick days.

**Security System:** We have incorporated what we believe to be a highly effective safety/security identification system to keep important information at our staff’s fingertips in the unlikely case of an emergency or a questionable person arriving at pick up time. While the system may take a bit longer at the beginning and end of your busy day, we know that your child’s safety is first in your heart, and we thank you for your cooperation.

Parents or guardians are required to sign children in and out each day in our Attendance Log, which will be kept at the entrance to your child’s room. State regulations require that we keep accurate and detailed attendance records. We hope these measures coupled with our visual identification door release system will help you feel secure in your child’s safety while at Little Blessings.

**Please note:** LBCC is not be responsible for any child whose care has not been given over to the staff on duty, or for children who have been “signed out”, even if that child is still on the premises. It is a parent’s or guardian’s responsibility to supervise and safeguard their child(ren) as well as any accompanying children while you are on the premises. Since we share a facility with First Assembly as well as Christian Life Academy, **there will be traffic** in and around our parking area, doors and driveways, so please, be extremely cautious for all our children’s safety.

**Drop off/ Pick up Procedures/ Late Pick up Policy**

19a-79-3a(d)(3)

**Drop Off Procedure**

Morning drop off begins at 7:30am. Be aware that there is a **5 m.p.h speed limit** on school property.

- **Please restrict all parking to the regular parking lot spaces. Do not park in the fire lane at any time.** Please remember to turn off the engine of your

vehicle before departing it.

After appropriately parking your vehicle, please come in, help your child take off their shoes and get settled in.

To help establish trust and a predictable routine, we ask that parents say a quick goodbye to your children and not “sneak away” while they are distracted.

Most children will need a few weeks to become adjusted and comfortable in a new care giving situation. If your child has had a difficult time separating from you, feel free to phone the center to ask how they are doing.

If your child will be absent please phone Little Blessings at 203-775-5191 extension 630 no later than 9:00. A text may also be sent to your child’s teacher.

To assure the consistency of our daily routine children must arrive to school no later than 9:30am. If arrival is later then 9:30am you will be asked to leave and come back the following day. This policy will not be applied if the following conditions are met:

- ❖ The director is contacted via text message by 7:30am saying the child will run late.
- ❖ A doctor’s note is presented from that day.
- ❖ The late arrival was discussed on an earlier date.

### Pick Up Procedure

1. Please park in the regular parking area in front of the building. Turn off the engine of your vehicle. Please call our classroom to tell us you are here. We will come and open the “middle doors” for you to enter the building. Once inside the staff will collect your child’s belongings and give them to you. Please remember to sign your child out daily.
2. This is a wonderful time for parents to go over the events of the day, and to check your child’s mailbox. An unhurried reunion will help your child make the transition from center back into your care seamless.
3. Children in our care will be released only to their parents or those persons over 16 years of age that are on the authorized pick up that you fill out upon enrolling you child. We will ask for photo identification anytime a person is unfamiliar to the staff. In the event that the staff member feels the child would not be safe with the person they are being released to, for example, an intoxicated parent, the local authorities will be called. If such a situation arises, we will contact an alternate authorized person. In legal situations where the child cannot be released to a particular person, legal

documentation must be provided.

**\*\* LBCC cannot legally deny access to a parent or guardian unless we have on file a current legal document restricting or denying custody or visitation. If a situation is unclear, we request that the family return to court and resolve the issues.**

### Closing Time Plan

If a situation occurs and you will be arriving later than 5:30 your child as well as our staff needs to know. Please contact the Little Blessings classroom or text the staffed teacher as soon as you are aware of your delay. Children worry when parents are late, and we want to let your child know that you will be delayed, and what time you expect to arrive. However, it is still extremely important that you pick your child up before the center's closing at 5:30pm.

If an unavoidable situation arises that will cause you to arrive after 5:30pm, please phone Little Blessings directly at 203-775-5191 ex: 630 as soon as you become aware of your situation.

If you do not pick up your child by 5:45 and we have not heard from you, or have been unable to reach the other emergency numbers on your Emergency and Contact Form, our only recourse will be to notify the Brookfield Police Department to take custody of your child.

We ask you to recognize that these *are not* arrangements that anyone wants to resort to. Make every possible effort to arrive before 5:30. If a parent has recurring episodes of late pickup, we may need to terminate your enrollment at the center.

To maintain a professional status of our staff, we cannot allow privately arranged babysitting services to take place at the center. However, in the case of a true emergency, our staff will do everything we can to help keep your child safe until you or your authorized person comes to pick up your child. Two staff members 18 years of age or older will remain with your child at all time. If the child has not been picked up within 15 minutes 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 1 hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child will be released to the police.

### Late Pick up Fees

Parents arriving after 5:30 will be charged a fee of \$5 for every 5 minutes after 5:30.

### Health & Illness

Please notify the center if your child will be absent. If illness is the cause, please inform the staff as to what the illness is. Little Blessings Childcare Center stringently adheres to Connecticut's Child Care regulations regarding excluding ill children from childcare centers. While we understand that it can be difficult for parents to miss or have to leave work, it is sometimes necessary to exclude children from the center to reduce the transmission of illness. In addition, our staff will not be able to adequately meet the needs of children who are in a weakened state. We *strongly recommend* that families be prepared with alternate care arrangements in the event their child is ill.

In keeping with state regulations, children must be kept at home if they have shown any of the following symptoms within the past 24 hours:

- An elevated temperature (+100°)
- A frequent cough or difficulty breathing
- Constant nasal secretions (any color or clear)
- Lethargy that prevents the child from comfortably participating in active play
- An episode of vomiting
- 2 cases of diarrhea
- If a child exhibits any of the above symptoms of illness during their time at LBCC, in accordance with State Regulations, our staff will phone the parents to arrange for the child to be taken home. Parents are asked to pick up children within 1 hour after being notified. Children are to be kept at home for 24 hours without symptoms and fever reducing medications before returning to the center, you will be asked to present a physician's note stating that the child's condition is not contagious. Prior to re-entry the final decision whether to exclude a child from the center will be made by the Medical Consultant or Center Director. If a child has been diagnosed with or is suspected to have a reportable communicable disease (as defined by the Bureau of Disease Control and Prevention) a note from a physician will be required before re-admittance to LBCC. Please notify the center if your child is diagnosed with any communicable disease so that we can alert other parents to be on the lookout for symptoms, and so properly treat the

environment. LBCC will inform parents of any confirmed communicable disease encountered in the center within 24 hours of discovery.

### Illness

Our goal is to provide child care for well children. Having ill children at the center presents the very real possibility that others can be infected. While we understand that parents need to be at work or in class, we need to enforce this policy to protect all children and staff from unnecessary exposure to **communicable** disease. Parents who repeatedly fail to follow policies related to keeping children at home when they are ill may be required to withdraw their child from the center.

### Infectious Diseases

The director may determine that a child who does not appear to be fully recovered from an illness cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities of the center, or is no longer infectious.

We reserve the right to refuse care due to illness.

In the case of impetigo, lice, ringworm, pinworms, rashes, chicken pox, thrush, etc. your child must be NON-CONTAGIOUS before returning to the center.

### Sending Child Home-

Parents are expected to have an alternative child care arrangement in place when children are ill. Parents are also expected to promptly (within one hour) pick up their children from the center when any of the conditions above exist.

### When a Child Needs to Stay at Home

- A child's temperature should be normal without medication for 24-hours before the child is brought to the center. If your child has a fever in the evening, he/she should not be brought to the center in the morning, even if his/her temperature is normal. Fever is defined as 100.0° F or higher.
- If your child vomits during the night, he/she should not be brought into the center the next day.
- Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the center until his/her bowel movements have returned to a normal consistency.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication, and have had at least 2 doses of medication before returning to the center.

- Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.
- Sore throat coupled with a fever or swollen neck glands.
- Lice, Scabies: Children must not return to childcare until they are free of lice and nits (eggs). Children with scabies can be admitted after treatment, (may be up to 5 days or more.)
- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from preschool.

Please note: Classroom teachers will use their best judgment, as well as these guidelines, to determine when to send children home.

### Medical Requirements Health Records

Children enrolled in day care are required by the State of Connecticut to have an annual physical exam done by their medical provider with an up-to-date immunization record. The physician will need to fill in the Health Assessment Record form for children birth to 5 years (commonly known as the “yellow form”).

When your child gets an updated vaccine, please have your child’s physician provide a copy of the vaccine for our records. When your child has an updated form, it can be presented to the Little Blessings staff.

### Vaccinations

If a parent or guardian wishes to claim exemption from immunization due to religious beliefs, a written statement signed by the child’s parent or guardian who states the reason for such an exemption, and that the child is in good health shall be submitted to the center. Parents of other children in care shall be notified if a child enters the center without having received the appropriate immunizations. All names shall be kept confidential. Your child’s teacher will happily give you the form needed.

### Administration of Medications

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

LBCC will dispense medications provided by the parent provided the parent has administered the first dose, and has filled out the appropriate authorization form.

All medications must be in its original container. Prescription medication must bear the prescription label with the name of the child, the doctor's name and telephone, name of drug, frequency, expiration date, and the dosage. No over-the-counter medicine will be given to a child unless the parent has on file a Medication Authorization Form which has been completed by *the child's physician*. This form is available at the center.

The staff of Little Blessings may apply over the counter topical creams/lotions (i.e. sunscreen, diaper cream) with the parent's signed permission. Any other medication including over the counter medications (Tylenol, Advil, etc) must have written administration permission from the child's physician on the Medication Administration form by the Office of Early Childhood. Copies of the form can be obtained from the staff of Little Blessings or from the nurse at Christian Life Academy.

The medication must be brought in its original container with the prescription label affixed to the container stating the medication, the directions for use, the physician name, and the expiration date. Please provide an accurate measuring tool with the medication.

Any product our staff is asked to apply or administer, including diaper rash cream, sun screen, bug spray, etc. must be in its original container, labeled with child's name, with written and signed permission and directions for use.

Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-Pens/ AUVI-Q ),glucagon and asthma inhalant medications, all medications will be stored in a locked cabinet and, if directed by a manufacture, 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 phone call when and if a child has been administered any prescription medication. Staff are trained in the administration of medication by a 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.

\*\* Please remember a child with a fever will be given authorized medication only to keep the child comfortable while awaiting the parent/guardian's arrival to take them home. A child cannot be readmitted to the center until he/she has been fever free for at least 24 hours, and with no other symptoms of illness.

### Allergies

If your child has allergies, please discuss them in detail with the teacher and director. For food allergies, a written description signed by parent and doctor must be on file and updated every year. The staff of the center will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately. **Nut, and Egg-free zone**: Due to an increase in children with nut and egg allergies, we are a nut and egg-free zone. Please keep this in mind when packing snacks and lunch for your child, or providing snacks for the classroom during special occasions. This includes mayonnaise which contains raw eggs, cooked eggs, peanuts as well as tree nuts such as almonds, cashews, walnuts, pine nuts, etc.

### EpiPen/AUVI-Q for Allergy

If your child requires the use of an EpiPen/ AUVI-Q for food allergies, the physician must fill in the Medication Administration form plus the Allergy and Anaphylaxis Care Plan. Copies of these forms can be obtained from the staff or the nurse at Christian Life Academy.

The medication must be brought in its original container with the prescription label affixed to the container stating the medication, the directions, the physician name, and the expiration date.

### Asthma Medication

If your child requires medication for asthma, the physician must fill in the Medication Administration form plus an Asthma Action Plan. Copies of these forms can be obtained from the staff or the nurse at Christian Life Academy. If a nebulizer is needed for administration of the medication, you will need to provide the machine, the tubing and the mask or mouthpiece with the medication as we do not have a machine at Little Blessings. Regarding an inhaler if a spacer is used, please provide one for school use.

The medication must be brought in its original container with the prescription label affixed to the container stating the medication, the directions, the physician name, and the expiration date.

### Accidents

First aid kits are kept in each classroom and on all outside playgrounds. All non-emergency accidents will be documented on an accident report. It will be given to the parent for their review and signature, at which time the parent can take a copy home. Another copy will be kept in the child's file.

It is LBCC policy to have at least one staff in each classroom trained in basic first aid and CPR, in addition to the school nurse. If we have a question as to the severity of a child's injury, we will telephone a parent. A parent will always be contacted immediately if a head injury occurs. If in our staff's opinion medical attention should not wait, the child will be transported by ambulance to a nearby hospital (either Danbury or New Milford), and you will be telephoned immediately with what has taken place.

### 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;
- \* 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 hand washing 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.

### Rest Time and Bedding

State law requires that any child in care for longer than five hours must be provided an opportunity for nap or quiet time. We recognize that children have different sleep patterns and needs. LBCC will provide a cot, or crib for each child. We ask families to provide an appropriate fitted sheet, a wearable blanket for children under 1 year of age, and a breathable blanket for children older than 1 year. These items will be sent home weekly for laundering. Be sure to label each item, and launder it a minimum of once a week.

After lunch, children will have an afternoon rest period. If your child is not able to sleep, the teacher will give a simple, quiet activity to be enjoyed while resting.

### Meals and Nutrition

“Snack” means a light meal containing two (2) food groups

“Meal” means the food served and eaten in one sitting containing four (4) food groups

Parents will need to supply all meals, beverages and snacks your child will need for the day. State Regulations require that all lunches be sent in with an ice pack as well as at least 4 of the major food groups. High sugar drinks and snacks are not allowed, since these will not meet the nutritional needs of a child’s growing, busy body. Ask your child’s teacher for a list of suggested snack/lunch items if you are having a difficult time choosing healthy food. Please keep in mind that we are now “nut, and egg free” Please do not send your child to school with any nut, or egg based products.

Be sure to clearly communicate to staff any food allergies, since LBCC may occasionally provide or allow special snacks or beverages. We reserve the right to make any or all classrooms free of a particular food, such as nuts, and eggs if an enrolled child has a severe reaction to such foods.

**Toddlers:** “Finger foods”, such as fruits, vegetables, cheese, pieces of meat or meat pre-cut into bite-sized pieces that are easy to chew and swallow, are required for all young children. Their budding independence is nurtured as they pace their own meals.

It is required that you use ice packs to keep lunches cool, and that you pack warm food in thermoses. We have a microwave in the class for heating.

## Diapering Plan

19a-79-10(e)

We follow proper diapering guidelines as stated by the Connecticut Child Daycare Licensing guideline book which is as follows:

- Staff and children will wash their hands thoroughly and dry them with a paper towel.
- Staff will wear protective gloves.
- Children will be placed on changing table, on top of disposable changing paper.
- Soiled diapers will be changed, the child will be wiped with wipes, and diaper will be disposed of in a plastic bag and put into the receptacle.
- Staff and child will wash their hands.
- The changing area will be disinfected.
- Staff will wash hands again and dry with a paper towel.

## Clothing & Diapering Supplies

Either keep at school *or send daily* 2 full spare sets of clothing, including socks and one additional pair of footwear (slippers, etc.) in case of an accident. Be sure that your child is dressed in appropriate footwear and clothing to suit the weather and outdoor, active play, including hats, mittens and boots when appropriate. Please don't dress your child in clothing that you don't want to get soiled.

**Children in diapers:** Send in sufficient diapers (at least 6 each day), wipes and any ointment you would like applied. Label the package of diapers, wipes and the ointment. We will alert you as supplies are getting low.

## Hand washing 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 hand washing technique:

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

**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.

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.
- ❖ Infants younger than 12 months in age may wear a “wearable blanket” while sleeping.
- ❖ 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.



**Birthdays and Special Days**

Nothing is quite as exciting to young children as their own birthday! Parents may send in a special snack, drink and party cups & plates, if desired, to celebrate your

little one's birthday. If your child has dietary needs you will be asked to bring in your own "special snack" on days where we will be celebrating with cupcakes, ice cream, ect. Invitations to private parties may be handed out at the center only if every child in your group will be receiving one. We will also discourage talk of, "You're coming to my party," or "You're not coming to my party." This can be so hurtful to the one left out. Your teacher will give a list of names, addresses and phone numbers or email for invitations to be sent. **NOTE:** If you do not want your contact info given out, you need to let us know and we'll leave you off the list.

If your family has a special day that you'd like to share at the center, please give the details to your teacher. While we respect the diversity and beliefs of families, as a Christian school, there are some things that may not be appropriate for our center, but we'll do our best to accommodate you.

### Admission & Enrollment Procedures

#### Admission:

Our program serves children 6weeks-3years. An \$80 non-refundable registration fee, along with the first month's tuition is due upon registration. Tuition payments are to be made monthly and due the 10th of each month. Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation and or religious exempt form. Children, who are not school age, must have their physicals updated yearly.

A registration form should be completed and returned to the office along with a registration fee per family to enroll your child in our center. Enrollment is based on availability. .

A late fee of \$25 will be billed to any family for a payment not received on time. Monthly payments not received by the 10<sup>th</sup> of the month will be assessed a \$25 late fee. Your child may not return to the center until your account is brought current.

Concerning tuition, please note that you owe the full dollar amount regardless of the absent days. In other words, your tuition is not affected by the number of days your child does not attend school. If you sign your child up for three days of the week, then you owe the tuition for those three days even if your child is not in attendance. Missing one or more of those three days does not grant a discount in tuition.

### Enrollment:

Before enrolling your child, you are welcome to accompany your child for a short time (usually for half an hour) in our center to be sure that both you and your child are comfortable with our methods, our staff, and other enrolled children. This is a wonderful opportunity to help your child begin to feel “at home,” and a chance for you to feel at ease with our staff and facility.

In order to ensure appropriate staffing levels, it is necessary to provide specific hours of care needed for your child. Families are expected to follow the agreed upon schedule. If you need to change your child’s typical schedule, however, please submit a written request to the director at least two weeks in advance. If an emergency situation requires immediate changes, do not hesitate to contact the director.

### Notice of Non-discrimination Policy:

Little Blessings/CLA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid program, athletics and other school-administered programs.

As part of the enrollment process, and before your child’s starting date, the following documents will need to be completed and returned to our office:

- Registration forms including developmental/behavioral history, along with appropriate fees and deposits
- Emergency contact information and permission to procure emergency treatment
- Child’s physical health and immunization forms completed by your child’s physician, which must contain detailed information regarding any medical concerns or limits
- Permission and Authorization to Pick up Form
- Signed parent handbook agreement form
- Permission to administer medication, such as children’s Tylenol (in case of unexpected fever or discomfort) as you specify.
- Permission to administer any regularly needed medications with appropriate physician involvement.

Trial Period: Each child is accepted on a 90-day trial basis. At any time during this period, either a parent(s) or the center may decide that our program or center is not a “good match” to a child’s temperament or needs. LBCC/CLA reserves the right to end the enrollment of such children. If a parent decides that LBCC/CLA is not the setting they are comfortable with, they may end enrollment with the understanding that all fees paid are non-refundable.

### Withdrawing Your Child:

Our policy is to require a 2 week written notice when you are planning to withdraw your child from the center. This is important to allow closure for your child as well as for classmates and our staff. If we do not receive this notice, tuition will be automatically charged.

### Financial Policies

At Little Blessings we recognize the financial strains families can experience. However, we have an obligation to our staff and our creditors to keep current with our commitments. Tuition payment options include weekly and monthly payment plans. Lack of attendance does not constitute a discount in tuition; full tuition is due regardless of the child’s absence.

Tuition payable on a weekly basis is due each Friday *before the upcoming week*. Payments made after Friday will be charged a late fee per school day late. Tuition is due each week that your child is scheduled to attend, regardless of absences, vacations, holidays, snow days, or other closings. If payment is delinquent for more than two weeks, the childcare space can no longer be reserved for you, and your child may not be brought back to the center until the balance is made current. Once the space is no longer reserved for your child, we will seek to fill that space from our waiting list. If a monthly payment schedule would be more convenient for your family, arrangements can be made with the office to set up a monthly payment plan. The due date for monthly payments is before the 10<sup>th</sup> of each month. A late fee of \$25 will be applied to any monthly payment account that is late. Please realize you are jeopardizing your child’s space at the center after tuition is late.

We urge families to make payments via ACH automatic withdrawals or by credit card. Forms are available in the CLA office. Teachers will accept payments only if another day’s delay would result in your child’s space being lost, and not just to prevent a late fee. Payments made in cash will require a written receipt that you and the staff person should sign. We must be firm about these policies, and ask each family to be diligent with keeping their accounts current.

## Summer Fee Policy

Thirty percent of your month's total is required to hold your child's position if you are planning to take your child/ren out for the summer and then return in the Fall. There will not be an option for your child/ren to attend on a drop off basis during the Summer months.

Please advise either the staff of Little Blessings of your decision to leave for the summer.

## Procedures for Resolving Conflict

As in any community, we may occasionally find ourselves holding differing viewpoints and opinions, particularly when strong emotions are involved as in caring for our children. While this may be inevitable, at Little Blessings, we make an earnest effort from the very beginning of our partnership to foster mutual respect, understanding, with clear and honest communication. Our goal is to respond within 24 hours to a family's concerns, and to bring a compassionate resolution as soon as possible.

Please join us in our efforts to follow these principles of reconciliation and peacemaking

- If you find you are upset about an issue regarding center-wide policies or practices, please take your concern to the Director, who will set time aside to meet with you to hear and discuss your concerns.
- If you are unhappy with the way a staff person has acted, go to the person you have offense with and make your concerns known. Be honest and open about what you would like to see as a resolution. Please, do not involve another person to discuss your issues. This will do nothing to resolve the issue, but much to cause further difficulty.
- After meeting with the person(s) involved, if you do not feel that the issue has been resolved to your satisfaction, please let the Director know. A meeting between the Director and both parties will likely be held to try to mediate a solution.
- If after following the above steps you feel that your problem is not resolved to your satisfaction, you are free to contact the Principal of Christian Life Academy.

## **Personnel Policy**

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At CLA, every effort is made to prevent the hiring of child abusers through background checks, which include state and federal criminal checks and sex offender list checks. If at any time, an accusation is made against a staff member, it should immediately be brought to the Director's attention. The administration will protect the child, immediately notifying a parent/guardian. The Director will immediately respond to and investigate the allegation, calling in DCF and/or the police if necessary. The staff member may be put on a leave of absence until the investigation is complete. If the staff member is found to be innocent, he/she may be restored to his/her position. If guilty, he/she will be dismissed immediately. A copy of this policy will be included in our information packet, and is given to every family upon enrollment. A copy is also posted on the parent bulletin board.

Any report of a staff member accused of child abuse/neglect will be reported to parents via a letter written by the Principal or CLA Board Chairman. School officials will be available to answer questions and offer support and guidance.

### **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.

### **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 of the other staff are to report to the Director. In the event the Director is absent, the One's room Head Teacher would be designated as in charge.

- The Director is responsible in ensuring adequate coverage in the classrooms at all times (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 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 the Director

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 the staff member and 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. 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 60 days of orientation/probation period. At the end of this time, the Director may:

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

## PLAN FOR PROFESSIONAL DEVELOPMENT

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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.



These sample policies as well as other sample forms can be found at:

<http://ct.gov/oec>

[http://www.ct.gov/oec/lib/oec/licensing/childcare/first\\_aid\\_course\\_list.pdf](http://www.ct.gov/oec/lib/oec/licensing/childcare/first_aid_course_list.pdf)

[http://www.ct.gov/oec/lib/oec/licensing/childcare/dcgh\\_dccc\\_record\\_to\\_maintain\\_on\\_premises.pdf](http://www.ct.gov/oec/lib/oec/licensing/childcare/dcgh_dccc_record_to_maintain_on_premises.pdf)

[http://www.ct.gov/oec/lib/oec/licensing/childcare/cdcc\\_gdch\\_records.pdf](http://www.ct.gov/oec/lib/oec/licensing/childcare/cdcc_gdch_records.pdf)

<http://www.thrivect.org/>

Further information regarding consultation may be obtained by contacting the Connecticut Early Education Consultation Network at:

<http://ctconsultationnetwork.org>

Connecticut Nurses Association at <http://ctnurses.org>



Little Blessings Childcare Center & Christian Life Academy are private entities and are ministries of First Assembly of God Church. The Director, Principal and/or the School Board may, at their discretion, seek advice or decisions from the pastors of First Assembly. Any difficult situations or unresolved questions may be taken to the above mentioned bodies by our management. The decisions reached by these governing bodies are considered final.

**Please carefully read, sign and return this page** before the first day of your child's attendance at the center. It is considered part of the enrollment packet, and therefore your child's enrollment will not be considered complete without it. Thank you for complying with all policies and procedures. The safety of our students, their families and our faculty and staff are of utmost importance to us.

If there is anything we can do to make your child's stay with us more enjoyable, please don't hesitate to let us know.

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I have read the Little Blessings Childcare Center Policy and Procedures Handbook, and I agree to uphold and submit to all policies written therein. With Little Blessings being a division of Christian Life Academy and subject to the authority of the Advisory Committee, I understand a policy is subject to change throughout the year if the Advisory Committee determines it is in the best interest of the academy and/or its students, faculty and staff. You will be sent notification of any changes should a policy change.

Signature of Parent/Guardian

Date