



Christian Life Academy Pre-school/ Kindergarten

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

Proverbs 22:6

Pre School and Kindergarten Handbook 2019-2020



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Welcome to Christian Life Academy Pre School and Kindergarten

We are honored that you have chosen us to partner with to care for your precious child. Children at CLA 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.

Christian Life Academy (CLA) 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 CLA and our families is crucial to each child's adjustment at school. You are the most important people in your child's life, and we welcome and value your input.

This handbook will familiarize you with our school'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 CLA's policies.

State Approval and Memberships

Christian Life Academy, is a member of the Association of Christian Schools International (ACSI), the largest Christian school organization in the world. CLA is licensed under Office of Early Childhood.

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

PRE-SCHOOL – KINDERGARTEN HANDBOOK

Christian Life Academy has been established by First Assembly of God as a means of providing fun and exciting learning experiences in a warm Christian atmosphere for K3, K 4, and Kindergarten students. It is supervised by a School Board and the church's executive body. All workers are chosen for their Christian character, love of children, training, and experience.

GENERAL INFORMATION

ADMISSION: CLA admits students, of any race, color, and national or ethnic origin.

K 3 (3 yr. olds) - The school accepts children who will be three by November 1st. The child should be toilet-trained (no pull-ups) and able to express himself well enough to make his basic needs known.

K 4 (4 yr. olds) - Students need to be 4 by November 1st. The K 4 program is a reading readiness, phonics-based preparation for kindergarten.

Kindergarten – Students need to be 5 by November 1st. A Kindergarten Readiness Evaluation is required for all new students and for those K4 students recommended for testing by their pre-school teacher. Parents will be notified as to the decision of the evaluation committee. The registration fee is non-refundable. * Please note that the “gift of time” is highly recommended for children.

CLA offers a full day Kindergarten. The morning hours will consist of Bible, phonics, math, reading, manuscript writing and free choice centers. Afternoons will consist of lunch, rest, recess, “specials” (music, gym, art, Spanish) health, Social Studies and remedial work.

To insure that no child is misplaced, all new enrollees will be considered to be on a 45- day probationary period.

SCHOOL HOURS:

K3: 8:25am - 3:10pm

K4: 8:25am - 3:10pm

K: 8:25am - 3:10pm

The Pre-School & Kindergarten day begins at 8:25am, doors open at 8:15am.

K3: There are 2 options - five full days or three full days, Monday, Wednesday, & Friday.

K4: There are 2 options - five full days or three full days, Monday, Wednesday, & Friday.

K: The Kindergarten is five full days.

Days may not be substituted if a child is absent.

ARRIVAL:

State regulations requires you to sign your child in upon arrival for your K3 or K4 student. Be sure to list the name of your alternate pick-up if it is someone other a parent. Please also let the teacher and office know. At 8:15 the teacher will open the classroom door and allow you to walk your child into classroom. Please help your child learn to put away his/her lunch box and hang up his /her coat independently.

Kindergarten parents, after the first few days of school, are asked to allow your child to walk independently to their classrooms. The Kindergarten classroom door opens at 8:15am. Kindergarten parents may drop their child off at the car line. A teacher will be waiting to direct them. This will help them to be more self-reliant as they move up.

Tardiness: The first half hour of free play for the **Pre-School** is an important part of their day. The **kindergarten** day begins promptly at 8:25am with pledges. Please note that there is no morning playtime in kindergarten and that students arriving after pledges will need to stop in the office to receive a tardy slip before walking themselves to the classroom.

In order to facilitate a safe access for our buses, parents are asked to **avoid driving through the canopy for any reason**. Parking spaces can be accessed from the back end of the parking lot. Also, avoid parking in the lane immediately after the canopy. This is the lane the buses exit after dropping off or picking up children. Please always drive with caution on our school property. Parking in the fire lane along-side the building is not permitted.

DISMISSAL: Pre-School ~ K3 and K4 parents will wait in line outside the classroom door. At dismissal time, the teacher will open the door and call each student, one at a time, as parents arrive. In the first few days, as students are learning to wait until they are called, it would be helpful for parents to stand away from the child's line of sight. Please be courteous to our teachers and be on time for pick-up. Should you be running late, a phone call would be appreciated. **Always remember to "Sign-Out" your child.**

Kindergarten students will be dismissed from the front door when their names are called. Kindergarten students may be dismissed to an older sibling (Grade 3 and up) and be picked up at the car line.

Kindergarten Bus Students must have a written note to the teacher and a phone call to the office for any bus changes – ex. If a student will be picked up at the school or will go home on a different bus.

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

LATE FEE - If your child is not picked up at the proper time, your child will automatically be enrolled for Extended Care. Extended Care runs from 3:20 – 5:30 pm each day after school for K3 through Grade 8 students. A fee is charged for use of this service. Please ask for assistance in the CLA office should you have need of this service. Students not picked up by 5:30 pm will be charged \$5.00 per every five minutes you arrive after 5:30 pm. You will need to sign a late pick up sheet.

PRE-SCHOOL DRESS CODE: K3 and K4 – Ordinary play clothes in keeping with the weather are most suitable, closed shoes or sneakers are best for outdoor play. Please keep in mind that the children do play outside and in the sandbox. We request the children **not** wear clothing with super hero logos. Be sure to provide your child with boots, hats, mittens, and other necessary items for outdoor play. Boots should not be worn in the classroom. **All loose items should be marked with your child's name.** Please help your child help himself by dressing them in clothing they can manage without help.

K 3 and K 4 students need to bring in a change of clothes (please include undergarments and socks). These clothes may need to be changed seasonally or as the child grows. Please bring these clothes in the first week of school.

KINDERGARTEN DRESS CODE – Please see page 36.

Snow emergencies, delayed- opening, school cancellation, or early dismissal will be announced on WLAD 800 AM or 94.1 FM, WINE 940 am, on Channel 6 (NBC30) or, on the internet, nbc30.com, or www.ctweather.com and an email from Gradelink. You may sign up for an email or text message with NBC30 or ctweather.

Schedule to follow on a 2 hour delay:

10:20am Students may start arriving

10:30am School begins (there is NO Before Care)

3:10pm Normal dismissal time

An occasional 3 hour delay may be called. In that case,

11:20am Students may start arriving

11:30am School begins

3:10pm Normal dismissal time

Weather Early Dismissals (TBA)

You may also check our Facebook page
Announcements are generally posted by 6:30 am.

EDUCATIONAL PROGRAM PLAN 19a-79-8a

Children at CLA 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 and self esteem
- 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

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 along with parent written permission to use. 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.

Communications

Our goal is to communicate important information in an orderly and timely manner. We have created several methods of communication in an effort to increase and promote healthy communication between home and school. Please realize that every once in a while, there may be something that slips through the cracks. We apologize ahead of time, and ask for your patience. If you have a question, please do not hesitate to call the office.

The following regular systems have been set up to help in the communication efforts:

Friday Folders

At the beginning of each year, K3-G8 students are given a plastic folder with their name on a cardstock sheet, along with the Friday dates listed throughout the year. Beside each date is a place for a parent signature. All information that needs to go home is placed in this folder each week, and sent home on Friday afternoon. It will then be replenished and sent home the

following Friday. Any correspondence from home that needs to come to school can also be placed inside the folder. The student should return the folder to his/ her teacher on Monday. The teacher sends them to the office after claiming the items addressed to him/her. Items such as lunch orders and notes to teachers/the office can all be returned in the folder. Each week, you will also find in your child's Friday Folder, a note with Dates To Remember.

If you or your child loses the folder at any point throughout the year, they will be given another and you will be charged \$3.00 for each replacement.

CLA Tidbits (an email from the school office and PTF)

The CLA Tidbits will be the most informative way we will be communicating to you. Please be on the lookout for this email. **If you do not receive this email, please contact the school office.**

CLA Tidbits will have descriptive upcoming events, fund-raising information, calendar updates and changes along with student activities and schedules you may need to know.

Classroom Newsletter

Each preschool and primary grade teacher (K3-G3) will send home a monthly newsletter letting you know important information, field trips planned, curriculum goals for the month, and other interesting classroom facts. The goal of this newsletter is to keep you informed of what your child is learning and help us all coordinate efforts between home and school, to help your child better understand all that is being taught.

Gradelink, Website & Facebook

We will post the "Dates To Remember" on Gradelink.

- Our goal for the website is to make our school information available and appealing to families who are looking for CLA as "their" school.
- In addition, the website houses information regarding calendar updates, lunch menus, and health information.
- The website address is www.brookfieldcla.org.

Daily communication with parents is vital to the success of the children's experience at the program. K3 & K4 parents may speak to the teachers at drop off and/or pick up.

Visitors to Pre School/Kindergarten

Only children who are registered as students along with their caregivers, members of the faculty or staff of CLA are to be in the classroom or have contact with our children unless the Principal has given explicit permission. Visitors can only enter through the front door.

All visitors must sign in at the CLA office, receive a visitor's badge *and permission* to enter the school for an approved purpose and length of time. The CLA office will notify 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)

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 teachers, 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 CLA. 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. The teacher 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 school 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 principal 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 principal, this may be grounds for dismissal, since we have little hope of extinguishing the hurtful behavior without parental cooperation.

BEHAVIOR TECHNIQUES Pre-K3, K4 and K – Children respond well to a concerned, loving person. Most situations can be corrected easily with a kind word. Should the child not respond, then our policy is to lovingly tell the child the consequences should he/she continue with the inappropriate behavior. Most often, this would be to separate the child for a “ Re-direction.” We would discuss about making better choices and then give positive reinforcements throughout the day. Pre-schoolers are able to earn daily stickers that are given at dismissal. Poor behavior choices will result in not earning a sticker for that day.

LB & K3

- 1) Give instructions in a positive way. Example "walking feet" vs. "don't run"
- 2) Re-direction. If needed, "Quiet Chair" until child is ready to return
- 3) Share Biblical principals such as "be kind to one another" and "love one another"
- 4) Last resort- 2 to 3 minute time-out.

K3 gives out two stickers per day. One sticker at mid morning (11:30am) and one at the end of the day.

K4 & Kindergarten uses a stoplight system. All children begin on green each day. They are given two warnings before moving to yellow. Once on yellow they will receive five minutes of removed time on the playground or at centers. If they move to red, they will receive 10 minutes of removed time and a note is sent to the parent, usually followed by a phone call.

K- Children in Kindergarten will be rewarded daily for positive behavior. Various methods are used including but not limited to: sticker books, hole punches to earn treasures, high-fives, extra time at centers or on the playground, free choice centers, hand stamps, etc.

The following day they will be on even ground with the rest of the class and have a chance to start fresh. **No child will ever be physically, mentally, emotionally, or verbally abused in this school.**

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 Principal 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 CLA 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.
- Parents are encouraged to share thoughts or concerns with our staff and principal at any time. For working parents, a call or an e-mail is a great, convenient way to do this.

Emergency Plans

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

Medical Emergency Plan:

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.

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.

Severe Cases:

- a. A qualified staff will attend to first aid as needed.
- 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:

- a. In the case of a fire emergency the fire alarm will sound.
- b. The fire department will be alerted automatically via alarm system.
- c. The teachers will follow an emergency evacuation plan and will evacuate to the designated safety area.
- d. The teacher will check the room to make sure no students remain behind.
- e. The teacher will check the entire building including the bathrooms and unused rooms to assure all students are safely out of the building.
- f. CLA preschool 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.
- g. The teacher or person in charge will be responsible for taking the attendance

book.

- h. Portable “to-go” kits and cell phones will be with each lead teacher.
- i. 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:

- a. 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.
- b. 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.
- c. Teachers will take all class rolls with them in any emergency evacuation.
- d. Parents will be notified to pick up children at one of those sites.
- e. Staff members will stay until all children are picked up.

Weather:

- 1. 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.
- 2. Delayed openings will be handled using the same method.
- 3. In the event of an early dismissal, parents will be notified by telephone, and by text.
- 4. 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.
- 5. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors in an inside room 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.

SAFETY:

In order to provide a safe environment for our students, the doors will be locked during the day, with the exception of arrival and dismissal. If you should need to enter

the school during times the doors are locked, use the call buzzer on left of the door to alert the office. All visitors to the building must first stop at the office. Please do not go directly to the classroom except at dismissal time.

- All visitors must pick up a “visitor’s badge” from the office while in the building.
- **Fire drills** are held several times during the school year. Pre-school children will be prepared for the fire drill by their teachers. It is important that the children be aware of what to do in a fire drill and are able to follow directions quickly and quietly. In the event that we cannot re-enter the building after an emergency evacuation, we have been given permission by the YMCA or Prince of Peace to assemble our students there.

Security Policies & Procedures

Every staff member is responsible for maintaining the **ALL exterior doors are to remain locked, except during Arrival & Dismissal**

- If you are entering the school, DO NOT hold the door open for anyone that you cannot identify. They make get angry; however, this is our policy.

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 or **ON SCHOOL GROUNDS**.
2. **Shelter in Place** – There may be a threat or potential threat **OUTSIDE** the school.
3. **Evacuation** - There is a situation inside the school that warrants 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, minimize passes and movement in the hallways.
- Continue teaching and inside activities.
- Move on announcement only.
- Follow the direction of recognizable emergency personnel.
- No one will be permitted to enter the school building and a note will be attached to the door to alert visitors to the school.
- The “Shelter in Place” is officially over when the building administrator receives the “all clear” from police and announces “all clear” over the intercom.
- 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.

- **Other emergency procedures** are drilled during the year with the cooperation of our Brookfield school officer, Officer Gramling. These include securing the classroom against an outside event. These are opportunities the teachers take to

pray with them, read to them, and generally keep them calm. These drills last no longer than 5 minutes.

- In the event of an emergency, communication will be with an email or phone call and instructions may be posted on Facebook.
- If there are any clarifications which you may need, please do not hesitate to call our school office.

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

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, etc. 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.

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.

Health & Illness

Please notify the office if your child will be absent. If illness is the cause, please inform the staff as to what the illness is. CLA stringently adheres to Connecticut's Child Care regulations regarding excluding ill children from Pre School and Kindergarten. 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 * Reddened or crusty eyes
- Constant nasal secretions (any color or clear) * A rash or pustules
- Lethargy that prevents the child from comfortably participating in active play including head lice, ringworm etc. * Any contagious condition,
- An episode of vomiting
- 1 case of diarrhea
- If a child exhibits any of the above symptoms of illness during their time at CLA, 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 next day and be 24 hours without symptoms and fever reducing medications before returning to the school, 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 school will be made by the Medical Consultant or CLA staff. 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 CLA. Notify the office 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. CLA will inform parents of any confirmed communicable disease encountered in the school.

Infectious Diseases

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

We reserve the right to refuse a student entrance to school 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 school. **A physician's note will be required.**

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 at school when any of the conditions above exist. Children are to be kept at home for next day and be 24 hours without symptoms and fever reducing medications before returning to the school.

Please note: Classroom teachers, office staff, or the school nurse, when available, will use their best judgment, as well as these guidelines, to determine when to send children home.

Medical Requirements Health Records

Children enrolled in preschool 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"). Kindergarten students will need a current physical exam and the "blue" health assessment form must be completed.

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 CLA 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 CLA. All names shall be kept confidential. *Of note: if there is an outbreak of a vaccine-related disease and your child has a religious exemption to the vaccine, they will not be able to attend school in order to protect them from the outbreak.*

Administration of Medications

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

CLA 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 school.

The staff of CLA may apply over the counter topical creams/lotions (i.e. sunscreen) with the parent's signed permission. The form is available at school for parent 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 CLA.

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.

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 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 school 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 an RN and the training is renewed every three years. Training for premeasured commercially prepared injectable medications is renewed annually. 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 school shall keep a written record of the medications destroyed.

** Please remember a child with a fever cannot be readmitted to the school until he/she has been fever free for at least 24 hours and with no other symptoms of illness. Also, if a child is sent home from school because of an illness, the child will need to be kept at home for the next day. The child may return when fever free for at least 24 hours and without symptoms and fever reducing medications.

Allergies

If your child has allergies, please discuss them in detail with the teacher and the office. For food allergies, a written description signed by parent and doctor must be on file and updated every year. The CLA staff 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. 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 CLA 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.

Gradelink contains all the medical records documented for your child while here at CLA. It records any medication given, lists of symptoms and any care or treatment received.

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 for Little Blessings), 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. CLA will provide a cot for each child. We ask families to provide an appropriate fitted sheet. 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, Snacks and Nutrition

K3 and K4 will enjoy 2 snacks times and a lunch period - Each day you will be required to send in snacks & a **lunch for your child. Snacks and lunch should be packed separately. One or two nutritious items and a drink are sufficient for each snack. Please include a napkin and an ice pack. If you bring in a Happy Meal from McDonalds, please remove the toy. Remember that cubbies are shared so it is difficult to accommodate over-sized lunch boxes. We ask that you **do not** send “Go-gurt” or other liquid yogurt. Also, red juice is difficult to remove from carpet when spilled. We urge you to pack water for effective hydration. Please do not send in food that requires the teacher to cook it.

Kindergarten – Snack and lunch should be packed separately. Have snack in a small brown bag and lunch in lunchbox. At arrival time the students will be instructed to place the snack bag on his/her side of the cubby and his/her lunch on the shelf above the cubby. Please include a napkin and an ice pack. We ask that you **do not** send “Go-gurt” or other liquid foods. Please do not send in food that requires the teacher to cook it.

Pre-school and K: Please do **not send in candy or foods containing peanuts/tree nuts or egg, mayonnaise, dairy products. Parents will need to check with the teacher prior to bringing any food items to school as there are a number of children with serious food allergies. Also, remind your child/ren not to share foods at school.

The Hot Lunch program is optional. You may choose to participate in the school lunch program (monthly) or you can choose to send a lunchbox with your child. In the event a child forgets his/her lunchbox, then he/she will be given the school lunch. You will be charged from the caterer the "On the Spot" price. Lunches brought to school should be healthy and well balanced. Since meals are made by a local caterer, CLA reserves the right to change the lunch menu at any time. Credits will be issued for paid lunches **only** on snow days or days that are cancelled by the school. A credit will not be issued for student absences or tardies, as the orders are placed ahead of time with the caterer.

It is the parent’s responsibility to provide a lunch that is consistent with a balanced diet. A diet is considered well balanced when a child eats something each day from each of the four food groups listed below:

1. **Milk/Dairy Group** (milk, cheese, yogurt, and milk-based soups). This group provides calcium for the bones and teeth, protein for tissue building, and vitamins that are good for eyes, skin, and bones.
2. **Fruits and Vegetables** (all fruits and vegetables) are a good source of vitamins and carbohydrates for energy and fiber. Citrus fruits are rich in vitamin C and provide for healthy bones, gums, blood vessels, and many body tissues.
3. **Meats** (poultry, fish, eggs, nuts and dried beans). This group provides high quality protein and is needed for muscle and organ development. This group also provides several B vitamins.
4. **Grains** (cereals, pasta, pancakes, oats, rice, etc.) This group provides fiber to help digestion and eliminations, B vitamins, and carbohydrates for energy, iron, and protein.

Your child’s lunch should be consistent with a balanced diet. Please remember when packing your child's lunch:

- **NO** sweets

- **NO** sodas or soft drinks and should not contain
- **NO** baby food (which has little nutritional value for children over two years old).
- **NO** glass jars are a safety hazard and are not permitted at CLA.
- **NO** peanuts, nuts, eggs or food prepared that is not a nut-free manufacturer

Please be sure your child is fed before he/she starts the school day at CLA.

Not providing a balanced lunch leads to poor health, poor eating habits, an inability to concentrate, and poor behavior. Let's raise healthy and happy children!

Hand washing Policy

Staff shall wash their hands:

- After toileting or assisting a child using the toilet
- Before eating or handling food
- After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- After handling soiled items, such as garbage
- Whenever hands are visibly soiled

Children shall wash their hands:

- 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
- 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.

Birthdays and Special Days

Each classroom has its own guidelines for birthday parties and the teacher will inform you at the beginning of the year.

Classroom parties (Harvest, Valentine, etc.) are celebrated. You will be informed of parties by either a classroom newsletter or a memo. Parents **do not** need to send in snack for those days unless you need to substitute a treat for an allergic child. Parents do not attend classroom parties unless otherwise notified.

F.Y.I. CLA does not celebrate Halloween.

We have several special programs where parents and guests are invited. These are very special to your child. **If you cannot attend please ask someone like an aunt or special friend to attend the program.** All our programs start **SHARPLY** at the designated times. Don't be late or you might miss it.

SHOW AND TELL: The classroom teacher will communicate as to what their Show & Tell guidelines will be. Kindergarten does not have a Show and Tell time.

FIELD TRIPS: Field trips for K4 and Kindergarten will be planned throughout the year. You will be notified in advance. You may be asked to accompany the class as a chaperone. Please remember that your duties will include supervision of several children, not just your own. For insurance purposes, younger siblings may NOT come along on field trips. We are sensitive to the fact that allowing your child to go on a field trip without you can be worrisome. We ask you to trust us and allow your child to experience this important stepping stone. However, it is your choice to keep your child home on field trip days. Field trip monies must be given to the teacher separate from tuition checks and prior to the field trip.

Resolving Conflicts

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 CLA, 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 school-wide policies or practices, please take your concern to the Principal, 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 Principal know. A meeting between the Principal and both parties will likely be held to try to mediate a solution.

Personnel Policy

19a79-3a(d)(8)

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 Principal's attention. The administration will protect the child, immediately notifying a parent/guardian. The Principal 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. Going forward 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.

Job Descriptions:

Head Teacher:

- The Head Teacher is required to be present 60% of the hours the school 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 Principal.

Paraprofessional

- The teacher must be at least 18 years of age The Staff must possess a high school diploma or equivalency certificate.
- The teacher must possess personal qualities necessary to care for and work with children, relate to adults, including staff and parents.

- The teacher is responsible for the day-to-day direct care of the children.
- The teacher will assist in meeting all of the children’s emotional and physical needs
- The teacher will assist the Head Teacher in implementing the educational portion of the program.
- The teacher reports to the Principal

Supervision of Staff:

The Principal 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 Principal. 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 Principal. 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 Principal.

Probationary Period:

All employees are subject to 60 days of orientation/probation period. At the end of this time, the Principal may:

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

PLAN FOR PROFESSIONAL DEVELOPMENT

19a-79-4a(g)

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

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

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records and be maintained on site at the facility and made available for review. An assessment of individual development will be developed for each staff person.

Helpful links:

<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/dcgh_dccc_record_to_maintain_on_premises.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>

FUNDRAISING FEE POLICY

Christian Life Academy depends on a certain amount of money from our various fundraisers. Tuition alone does not cover all the costs of operating the school. Therefore, we depend on God's blessing and parent support in maintaining our school.

In an effort to formalize this expected income/support, the school board has instituted a policy in regards to fundraising and volunteer hours. The PTF has been charged with the job of keeping track of your donations and volunteer hours per family.

Fundraising Fee: \$150 for one 3-day student
 \$250 for one 5-day student
 \$400 for two+ 5-day students

You may choose to simply pay it in full, or in partial installments, and/or "work it off" via volunteer hours (see below).

****K3 Parents:** The fundraising fee is waived for the K3 Class.

Fundraising Volunteer Hours

For those families who want to "work off" the financial requirement outlined above, we have created a system to keep track of your volunteer hours. When volunteering for a fundraising event, the formula is 1 hour = \$10 toward your fee.

There is a volunteer form to be filled out, which will need to be signed by the supervisor/coordinator of that activity/fundraiser. This form can be given to Roxanne Lundberg in the office. She will forward it to the PTF to log your hours.

CLA's fundraising policy includes the following volunteer options:

Each family should plan to participate in all retail sales fundraising events.

Each family could plan to volunteer at least once at a basketball game during the fall tournament.

Billing

The PTF will send out a "Volunteer/Fundraising" statement to each family at least twice, once in December, and again in April. Any financial amount still outstanding will be billed to your account around June 1st

While very much appreciated, these volunteer efforts do not count toward this policy:

- Box Top donations
- Sammy Can donations
- Purchases at any fundraising events
- Paid Dress-Down Days (K-G8)
- Food donations for any event
- Helping in the office
- Helping in the classroom
- Field Trip Chaperones/Drivers
- Field Day Helpers
- Helping with Preschool events (Thanksgiving Feast, Christmas Pageant, Circus, etc)



Please note: all monies are non-refundable.

Christian Life Academy 2019-2020 Dress Code for K-G8

“Train up a child in the way he should go” Proverbs 22:6

Don't forget to take advantage of the uniform exchange before you go shopping!

	BOYS	GIRLS
Chapel Dress Code	White Dress shirt, oxford style, with collar Tie required, see guidelines below Pants – see guidelines below	White Polo/Blouse, with collar Jumper or Skirt – see guidelines below No Pants
Pants (no shorts or capris)	Khaki or Navy long pants Docker style pants, pleated or flat front No cargo pants or pockets by the knees	Khaki or Navy long pants Nov 1st - Mar 31 st only Docker style pants, pleated or flat front No Skinny or tight-fitting pants.
Shirts	White, Maroon, Navy, or Light Blue Polo or collared shirt	White, Maroon, Navy, or Light Blue Polo or collared shirt/blouse
Ties	Basic Navy Blue or Burgundy	N/A
Belts	Solid Black or Brown (required, if pants have a belt loop)	Solid Black or Brown (required, if pants have a belt loop)
Skirts / Jumpers	N/A	Khaki or Navy (no more than one inch above the knee) Flat or pleated, straight hemlines
Sweatshirts	CLA sweatshirt ONLY	CLA sweatshirt ONLY
Sweaters	Solid Navy Blue or White (no logos) Cardigan, crew, v-neck	Solid Navy Blue or White (no logos) Cardigan, crew, v-neck
Socks	Solid white, navy, tan, brown or black Socks are required.	Solid white, navy, tan, brown or black. Socks or Stockings are required
Stockings / Tights	N/A	Solid white, navy, tan, brown or black. Socks or Stockings are required every day.
Leggings	N/A	Solid white, navy, tan, brown, or black. Leggings are to be worn under skirts and jumpers only, NOT as stand-alone pants! No Leggings on Gym Day.
Sneakers / Shoes	*Conservatively colored, no distracting colors Low top sneakers Non-marking soles	*Conservatively colored, no distracting colors Low top sneakers or Mary Janes Non-marking soles
Gym Dress Code	CLA tee-shirt only CLA sweatshirt only Sweatpants – solid gray or black (no logos) Shorts - solid gray or black (no shorts Nov 1st - Mar 31st) *Conservatively colored, low top athletic sneakers	CLA tee-shirt only CLA sweatshirt only Sweatpants – solid gray or black (no logos & no leggings/yoga pants) Shorts – solid gray or black (no shorts Nov 1st - Mar 31st) *Conservatively colored, low top athletic sneakers

*Conservative Color Examples: mostly White, Tan, or Dark Colors (Black, Brown, Gray, Navy, etc)

Christian Life Academy is a private entity and is a ministry of First Assembly of God Church. The 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 CLA. 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 Christian Life Academy Policy and Procedures Handbook, and I agree to uphold and submit to all policies written therein. I also understand a policy is subject to change throughout the year if the Principal or School Board 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