



Parent Handbook
Policies and Procedures

Early childhood education is the key to the betterment of society.

~Maria Montessori

Children's House of Montessori on Camp

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Welcome to Children's House of Montessori on Camp

Welcome to Children's House of Montessori on Camp, or "CHOM on Camp", an authentic Montessori Preschool for children from 32 months to 6 years old. We look forward to providing a stellar preschool and childcare experience for you and your child. We hope that you feel confident in your decision to join our preschool, and that you feel like family by the time your child grows beyond our walls.

Please make sure you are familiar with the contents of this handbook and keep a copy of it for the duration of your child's enrollment.

Thank you for choosing our program!

Administrative Organization

Owner and Head of School	Taylor Walsh	860-894-2889
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Consultants

Educational Consultant	Karyn Hurlbert	203-272-5893
Health Consultant	Marie Burlette	860-301-4730
Social Services Consultant	Christine O'Grady	860-840-8190

Board of Advisors

Alyssa Pershan, Esq.
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Children's House of Montessori Mission Statement

At Children's House of Montessori on Camp, we strive to assist the child's natural internal development so that they continue to love learning throughout their life and grow to be well-developed, happy, independent adults with confidence to take on any of life's challenges and rewards. We strive to support families as they hone their parenting skills and collaborate with them to ensure their children's needs are met at home and at school.

Preschool Philosophy

"Pedagogy" is the professional term for a method of teaching. Our program is based on the pedagogy of Dr. Maria Montessori developed in 1907. Dr. Montessori observed that children learn best when they are free to move, free to choose their own work, and free to follow their interests. Montessori pedagogy gives children the freedom to explore and develop to their fullest potential while working with didactic materials, in groups and independently, within a prepared environment. The concept of respect for self, others, and the environment, is what guides the Montessori Method. Every Montessori schoolroom is prepared to meet the developmental needs of the age group served. The 3–6-year-old child absorbs information from their environment with little effort; therefore, our environment is very carefully prepared by the Guide (teacher) to allow each child to develop at their own pace, in their own way.

At Children's House of Montessori on Camp, we focus on the development of the whole child. We provide opportunities for your child to develop life skills, further develop their language, and learn a sense of numbers, while also focusing on the development of social and emotional skills such as making sense of their world, self-advocacy, compassion, empathy, resiliency, collaboration, and emotional regulation.

CHOM on Camp strives to provide an environment where each child and family feels safe, peaceful, and healthy. Therefore, we employ the tenants of Montessori's philosophy of discipline. Children are given freedom within limits which builds intrinsic motivation. There are no rewards or punishments, but natural consequences. Teachers model respectful communication and assist children in identifying emotions and problem solving. Above all, we make time to observe and listen to each child to determine what they need most at sensitive moments.

An integral part of the Montessori environment is the multi-age, three-year cycle. Younger children work alongside older children, each exploring materials according to his/her ability and interests. Older children set an example and inspire the younger children to try new activities. Younger children provide older children with an opportunity to teach, develop empathy, and lead at an early age. Each grows from their experiences with others. Each child is able to grow and be inspired by others.

Educational Program Description

Children's House of Montessori on Camp is an early childhood program, based on Montessori pedagogy that cares for children of mixed ages, 2 through 6 years old. We provide a solid three-hour block of time each morning for children to pursue their individual interests and to receive individual, small group, and/or large group lessons. Materials are available which provide opportunities for developing personal care skills, refinement of the senses and fine motor skills, and creativity, as well as language and numeracy. We have daily gross motor skill & developmental opportunities outdoors whenever possible. For children who stay the full day, we have a family style lunch with food that children bring from home and then a quiet, restful time for the youngest children, while the older children begin another two-and-a-half-hour cycle of concentration on work of their choice.

Knowing that the children in our care look to us as role models for appropriate behavior, staff model good behavior and take opportunities to explain the value and the "why" we do what we do. From the nutrition of our snacks, to the benefits of handwashing well, the need to stay hydrated, listening to our body's needs for food and bathrooms, and safety measures we take, adults provide information so children can learn and make educated decisions for best behavior.

Finally, assisting children and families in "toilet independence" is part of our Practical Life curriculum. We encourage families to begin the process and will work with the children in a variety of ways to help them to become self-sufficient with toileting.

Observation

The first step in providing for the needs of the children is to observe them. We take time to not only see what they are doing, but to reflect on what is driving them, their human tendencies, their sensitive periods, to determine what needs they themselves are pursuing. Then we can assist them in meeting those needs.

Child Adult Interactions

At CHOM on Camp, the quality of the interactions between children and adults is a major factor in the tone of the overall environment. For the environment to be a pleasant and nurturing one, the interactions must reflect each individual's mutual respect for one another as well as developmentally appropriate expectations for children's and adult's behavior. The language that we choose, the tone that we use, our nonverbal cues, as well as our spoken and unspoken expectations all send strong messages to children, families, and co-workers. The following sections highlight important features in child-adult interactions.

Talking with Children

There are many ways to talk with children. At CHOM on Camp, we provide a verbal environment that is pleasant, stimulating, and lets children know that we value them. To accomplish this, we encourage children to tell us stories about their lives, we practice active listening, we ask relevant questions about their activities, and we use positive guidance

techniques. The language that you choose in responding to children's behavior determines the message children receive.

Encouraging Independence

We allow children to independently complete tasks that they are capable of. If assistance is needed, we provide the minimum amount necessary for the child to complete the task successfully.

Accepting Diverse Emotions

We understand children will express a diverse range of emotions. This is a typical developmental characteristic and should be expected and respected. It is our role to help children learn to identify their emotions, and to express their range of emotions appropriately. We encourage children to discuss what they are feeling, validate those feelings, and eventually to consider the feelings of others as well.

Consistency

It is not unusual for children to “test” new staff. Trusting relationships between children and adults are necessary before children should be expected to respect any individual adult's authority. We work to develop a trusting relationship with children by setting clear boundaries – children are not free to choose activities that will harm themselves, another child, or the environment – and by being consistent with these boundaries.

Daily Schedule

Schedule is subject to change due to special events, weather considerations, etc.

8-8:50	Morning Extended Day (additional cost)
8:50-9	Arrival
9-12	Morning work cycle and snack
12:25-12:30	Dismissal for morning only children
12-12:45	Outside time
12:45-1:30	Lunch
1:30-3:30	Quiet/Rest time for 3-year-olds (work cycle upon waking)
1:30-4	Afternoon work cycle for 4- and 5-year-olds
3:50-4	Dismissal for full day children
4-6	Afternoon Extended Day (additional cost, includes PM snack)

Family Involvement

CHOM on Camp aims to cultivate a balance between fostering the independence of the children and encouraging the involvement of families. Parents/guardians are asked to schedule time to enjoy with their children during Family Events. CHOM on Camp maintains an open-door policy; parents/guardians may enter the school at any time. If you want to observe the children at work, we ask that we have some notice.

Communication

There will be quick, daily communication upon pickup at the end of your child's day. (Longer conversations should be scheduled.) If ever your child is hurt or becomes sick at school, you will receive immediate notification. An accident report will be made available for your signature at pickup time, documenting the accident and how it was handled. There is a parent board to share community events and providers. Family event info will be shared digitally and in person.

Family Events

There are several events held throughout the year to provide opportunities for parents to get to know each other and for children to demonstrate skills they have learned. These events are scheduled by the Head of School, and information about these events will be shared well in advance at the center and digitally.

Family/Guide Conferences

Staff will be happy to greet you at pick up and drop off and exchange brief updates. We ask that you be mindful that they are still responsible for the other children in their care. If you want an update on your child's progress, or if you have critical information to be shared, we ask that you contact us ahead of time to schedule an appointment with the Guide outside of classroom time.

Parent Information Sessions

The Head of School holds meetings on subjects of interest to the parents of children in our care. Popular topics are "Montessori in the Home", "Montessori on Discipline", "Socialization", "The Three-Year Cycle", and "Growth and Development". Dates and times will be posted on the parent board and shared digitally.

Operating Policies

Days and Hours of Operation

CHOM on Camp is open Monday through Friday, 8 am to 6 pm. We will be open Monday through Friday, from September through August. Please see the Annual Calendar for holiday closures. Our part-time program, only available for three-year-olds, runs from 9am until 12:30pm. Our full-time program runs from 9am until 4pm. Our extended day program is available but must be scheduled in advance.

Admission

Our program serves children ages 2.8 to 6 years old. We aim to build a classroom community with a balance of children by gender and age. Our program is available to all without regards to race, ethnicity, color, creed, religion, national origin, gender identity, or family structure. We will not tolerate any form of discrimination or bias within our program. Families wishing to enroll a child in the program must complete an application form and submit it to the Head of School. While the aforementioned factors will be considered, the Head of School is not limited to these factors and makes all final decisions.

A \$150 non-refundable, one time Registration Fee, along with an Enrollment Deposit equal to one months' tuition is due upon application approval to hold a space for your child.

Enrollment Process

The Head of School or Guide will give a tour of the facility. The family will submit their application, Registration Fee, Deposit, and Family Commitment Letter. Once selected for admission, the family will meet with the Head of School to review necessary paperwork and address any start-up questions. The first month's tuition will be due by the child's first day.

Thereafter, tuition payments are to be made monthly and are due on the 25th of the month prior to the month of care. If payment is not received by the 5th day of the month, a \$20-per day late fee will be added, starting on the 5th day, and your child may not return until payment is made in full. The space will be considered abandoned if not paid by the 15th day.

Each child entering CHOM on Camp must have an appropriate updated Early Childhood Health Assessment Record, signed and dated by his or her pediatrician, including current immunization documentation. Children must have their physicals updated annually for continued attendance.

Required Forms and Child Records

The following forms must be completed before a child can begin attending CHOM on Camp:

- Enrollment Application
- Family Commitment Letter
- Early Childhood Health Assessment Record (including Care Plan if needed)
- Immunization documentation
- Medications Authorization Form (if needed)
- Alternate Persons Pick-up Authorization (part of Application)
- Emergency Medical Treatment and Transportation Authorization (part of Application)
- Policies and Procedures (including Behavior Management Policy) Acknowledgement

Required forms must be submitted at least one week prior to the child's first day. Records are kept on file in accordance with state law. The contents of each child's file are confidential. No information contained in a child's file will be released to an unauthorized person without the knowledge and written consent of the parents/guardian. At the written request of the parents, records can be forwarded to other childcare providers, school systems, physicians etc. Parents have the right to review the contents of their child's record. However, the records are the personal property of CHOM on Camp. Full copies can be made upon request. A person giving consent or making requests for records MUST do so in writing and be the parent or legal guardian of the child.

Supervision Policy

The supervision policy is applicable to all children at all times, including indoors, outdoors, and bathroom. During nap time, when all of the children in the group are sleeping, the overall staff

child ratios shall be maintained on the licensed premises. Children will be supervised within a 10:1 child to staff ratio*, and group sizes* will not exceed 20 children. At no time shall a group of children be left unsupervised.

Children using the bathroom will be monitored by staff within ratio. While a child is using the bathroom, a staff member will stand in such a way as to be able to see and hear all children in their care. When the child(ren) have finished in the bathroom they will wash their hands.

Parent Fee Determination Process

All families will pay CHOM on Camp's established rate of care unless the family is approved by Care4Kids. All families who qualify, or may qualify, for Care4Kids assistance must apply. Families must pay the established rate of care until a certificate of assistance is received by the program.

Touring the Program

All incoming families are encouraged to meet with the Head of School before the child's first day. The program is open for children to visit prior to their first day as well. No child will be admitted to the program until proof of immunization and current Health Assessment Record have been approved by the Health Consultant and/or Head of School.

Snacks and Meals

A "snack" is a light meal containing two (2) food groups. A "meal" is the food served and eaten in one sitting containing the four (4) food groups. The Program will provide snacks, including 2% milk, 100% fruit juice, or water. Snack menus are posted on the parent board one week in advance. Midday meals must be provided by parents daily. Cold foods must be accompanied by an ice pack in the lunchbox.

Classroom Visitations by Parents

Once a child has acclimated to the classroom, parents are invited to visit the classroom to observe their child during the morning work cycle. Parents should feel free to request a time to observe their child. Advance notice of parental visits is required, as special events (such as birthday celebrations) may make a different day better for a visit. Visits should be scheduled through the office via phone or email. Please do not try to arrange a visit at pickup or drop off time. When visiting our classroom, we encourage visitors to allow their child to independently care for his/her belongings and materials, and to observe the child, not direct him/her. This will enable you to truly see your child in action in our environment. Please also know that children may behave differently when a parent or visitor is in the classroom. Please ask a teacher if you have any questions before, during, or after a visit.

CHOM on Camp is committed to incorporating and celebrating diversity in our program. One of the most important things we do in our work with children and families is to encourage the recognition and acceptance of each individual's uniqueness. We encourage families to share various aspects of their cultural heritage as part of our program. Sharing family experiences helps to strengthen the link between a child's home and school and encourages the

acceptance of differences. If you have something you would like to share, please work with the Head of School to schedule a classroom visit for this purpose.

Parents/Families/Guardians Responsibilities:

- Parents/Families/Guardians are to read all policies and notices from the Head of School or Program staff regarding events, reminders, and other information.
- Parents/Families/Guardians are to call or email if your child is going to be absent for any reason.
- Parents/Families/Guardians are to accompany your child into the building and sign them in and out each day.
- Parents/Families/Guardians are to leave at least 2 spare outfits in your child's cubby labeled with their name. These should be updated seasonally.
- Parents/Families/Guardians are to provide a crib sized fitted sheet and blanket for their child for nap time. Bedding will be sent home weekly for laundering.
- Parents/Families/Guardians understand that toys or valuables are not to be brought from home. One soft item is allowed to remain with the nap items.
- Parents/Families/Guardians are to update the school immediately, in writing, with any changes in address, phone number, employment, etc.
- Parents/Families/Guardians are asked to keep the school informed about any significant home changes which may have an impact on their child's routines, in order that we may collaborate to provide as much stability and support as possible.
- Parents/Families/Guardians are encouraged to create opportunities at home for children to have responsibilities, respect limits, and to dress themselves and toilet independently, to reinforce expectations at school.
- Parents/Families/Guardians are responsible to monitor weather alerts, and in case of inclement weather, tune in to WFSB for closings or delays.

Sick Days and Vacations

Tuition is not prorated for days that your child is sick and/or on vacation. The school will be closed in order for staff and families to remain safe and to provide the staff with time off to spend with their loved ones as well. Please see the Holiday Schedule published separately for specific dates.

Withdrawals

If a family needs to withdraw their child(ren) for any reason, we ask that we are notified in writing as soon as possible, but with at least two weeks' notice. CHOM on Camp will not refund any tuition paid to date. Parents who prepay tuition do so with the knowledge of this no refund policy. The deposit on file will be used for the last month of tuition provided we receive 30 days' notice of withdrawal, otherwise the funds will be forfeited.

Within 30 days of enrollment, if either the family or the program determines that this is not a good fit for all, either party reserves the right to terminate enrollment.

Late Pick Up Policy

Children must be picked up by the time agreed upon. If they are not picked up on time, there will be a \$10 per 5 minutes late fee. This must be paid asap, or by the following Monday.

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 parents/family/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. Two staff members, at least 18 years old, will remain with the child until pickup occurs.

The non-emergency number for our local police department is (860) 638-4000.

Health Care Policies

CHOM on Camp staff are dedicated to maintaining a healthy environment for children and staff. In order to do this, we ask that parents be aware of and respect the following policies developed in accordance with CT State Licensing Regulations (19a-79-6a(b)(2)).

Parents/guardians are expected to familiarize themselves and cooperate with these policies. Health and safety related best practices are modeled by staff and explained to the children consistent with the teaching nature of our program. The Head of School and Health Consultant are available to answer any questions regarding these policies or discuss any health-related concerns a parent/guardian(s) may have regarding their child.

Emergency Contact Information

Parent/Guardian(s) are required to submit the following information upon enrollment and update as needed:

- The child's name, address and date of birth
- Parent/Guardian(s) contact information including addresses and phone numbers
- The name and telephone number of the child's primary health care provider
- The name and telephone number of one responsible person other than the parent(s) who can remove the child from the program.

Illness

Infection spreads rapidly in early childhood settings due to close contact, children's less developed immune systems, sharing of materials and habits of young children such as touching the mouth and eyes.

In order to lessen the potential for spread of illness, we ask parents/guardians to adhere to the following guidelines. Please keep your child at home if he/she has any of the following:

- a temperature of 100.4 0 F (38 0 C) or higher

- an undiagnosed rash or a rash with a fever
- vomiting more than twice in the preceding 24 hours
- diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period
- skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage
- respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies
- a cough that significantly disrupts normal activity
- wheezing or shortness of breath
- pain from earache, headache, sore throat, or recent injury that interferes with normal activity

Your child should meet the following criteria to return to school:

- Fever free for at least 24 hours without the use of fever reducing medication.
- Fever with a new rash has been evaluated by a healthcare provider and fever is resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has that has resolved overnight, and the child can hold down food/liquids in the morning.
- Diarrhea has improved; the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory symptoms are getting better overall for at least 24 hours.

Please follow the recommendations of your child's health care provider to return to school following diagnosis such as conjunctivitis (pink eye), hand/foot/mouth disease, strep throat, COVID, Influenza (Flu) or other diagnosed contagious illnesses.

The Program, at the discretion of the Head of School or Health Consultant, may require written clearance from a health care provider for a child to return to school following an illness.

Any child showing suspicious signs or symptoms of short-term contagious illness shall be placed in a designated isolation area with continual visual supervision by staff. The parent(s) or other authorized adult shall be called immediately to remove the child from the program.

Hand Washing

Hand washing has been identified as the number one way to prevent the spread of all communicable diseases. Children will be required to wash their hands (or will have them washed for them) upon arrival, after toileting, wiping their noses, before and after meals, and after messy/outdoor activities. Staff will also follow these practices to prevent the spread of disease and to model proper health practices for children.

To promote healthy and safe environments, we observe the following approach:

1. Use running water that drains out, not stopped-up water.

2. Avoid common containers of water to reduce the spreading of germs.
3. Use liquid soap, not bar soap.
4. Use friction (rub hands together for at least 20 seconds).
5. Clean under fingernails.
6. Dry with paper towel

Disinfecting

In addition to hand washing, a disinfectant such as OdoBan or Lysol is used throughout the Program after hours to disinfect materials and surfaces.

Injuries Occurring at School

Program staff will immediately notify a parent/guardian when a child is injured while in the care of the Program and will:

1. complete a written report of an injury or accident that results in an injury to a child. The written report will document the following:
 - a. the date/time and location where the injury occurred,
 - b. a description of the injury, illness, behavior or accident,
 - c. any responsive action taken by staff such as a description of first aid provided, call(s) to parent/guardian(s), activation of emergency medical services, etc.,
 - d. and whether the child was able to return to normal activity following the injury.
2. A copy of the written report will be given to a parent/guardian not later than the next business day.
3. A parent/guardian will be asked to sign a copy of the written report to be maintained in the child's program record.

Rashes, Diarrhea and/or Vomiting

Unless otherwise noted by a physician in writing, all diarrhea (more than twice in one day) and vomiting and/or suspicious rashes are considered contagious and your child must be picked up from the Program within 1 hour of being contacted. If your doctor determines, in writing, that the cause is not contagious, your child may return to the Program. A child must be free of vomiting and diarrhea for 24 hours without the assistance of medication before he/she can return to the Program.

Fever

If your child has a fever of 100.5 degrees or above you will be contacted to pick them up. The child's temperature must be normal without fever reducing medication for 24 hours before they can return to the Program.

Allergies

It is not unusual for children with allergies to food to be enrolled at the Program. With food allergies, the Program staff will provide substitutes when necessary. A list is posted for Program staff which documents children and their food allergies. Parents should provide this information on the enrollment forms. Adjustments are made as necessary to ensure individual children can safely participate in the Program's activities.

An emergency care plan signed by a health care provider must be in place for any child with a life-threatening food, insect, or other allergy before the child may enter the Program.

Staff Health/Safety Training

All CHOM on Camp staff members are trained in infant/child CPR, First Aid, and one staff member trained in Administration of Medications, including topical, oral, inhalation medications and epinephrine auto-injectors, such as Epi-Pens, will be on site at all times.

Administration of Medications Policy

Over the counter (nonprescription) unmedicated topical preparations including non-medicated lip balms, diaper cream, and sunscreens will only be administered at school with a parent's written authorization. A physician's order is not required for such preparations. These non-prescription preparations will be delivered to the school by a parent/guardian and must be in the original packaging with the child's name written on the container. When possible, a parent/guardian should apply sun block before sending their child to school in the morning, but sunblock may be reapplied throughout the day as needed with parent/guardian authorization. The Program grounds are treated for mosquitoes on the weekends, so no insect repellent is necessary.

Only life-saving prescription medications will be administered (i.e. Epi-Pens or inhalers) and will be done so in accordance with the Administration of Medication training.

All other medications, other than non-medicated lip balm, diaper cream and sunscreen, require a physician or other authorized prescriber's order in addition to parent's/guardian's authorization on the Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel Form (Medication Authorization Form, found [HERE](#)). A parent/guardian must attest on the form that the child has previously had a dose of the medication without any adverse reaction to the medication. Per State of CT regulations, school staff may not give the first dose of medication to a child. Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent/guardian's responsibility to ensure the medication administration form clearly states that it is for *licensed childcare centers*. The form must be signed by the authorized prescriber and parent/guardian and must be complete.

Over the counter medication must be in its original packaging and labeled with the child's name. Prescription medications must be in the original container and have the pharmacy label attached. Emergency medications such as Epinephrine Auto Injectors, inhalers and other emergency medications must be accompanied by an individualized emergency care plan signed by a health care provider and parents. The emergency care plan must be reviewed by the Program's Health Consultant prior to the child starting or returning to the program.

Parent responsibilities include:

- Notifying the Program of any allergies, health conditions or changes in child's health status.
- Providing:
 - medication in original child resistant package, labeled with child's name and dosing instructions;
 - a complete Medication Authorization Form
 - supplies and equipment (i.e., medication spacer, nebulizer, etc.), labeled with child's name;
 - replacement medication prior to expiration date.
 - two (2) epinephrine auto injectors to be maintained by the program for a child known or suspected to be at risk for a life-threatening allergy.
 - Picking up unused medication within 7 days of being discontinued or expiration (or child is no longer enrolled).
 - Providing a copy of emergency medical care plan signed by a health care provider (when applicable).
 - Notifying program staff if a dose of an "as needed" medication (for example an inhaler ordered to be used as needed) is given prior to arrival at school.

Head of School (or authorized designee) responsibilities include but are not limited to:

- Receiving medication and documentation from parents.
- Sharing the emergency care plan with the Program's Health Consultant.
- Checking Medication Authorization Form for completeness.
- Comparing the medication label against the Medication Authorization Form.
- Checking medication expiration date
- Creating the medication administration record.

Program staff responsibilities include but are not limited to:

- Checking Medication Authorization Form for completeness.
- Comparing the medication label against the Medication Authorization Form.
- Maintaining the medication administration record and recording doses given/doses not given.
- Checking medication expiration date and allergies prior to administering medication.
- Notifying a parent/guardian or emergency contact immediately:
 - When medication cannot be administered as scheduled for any reason;
 - Of signs and symptoms of an adverse or allergic reaction;
 - If a medication error occurs
 - If medication has expired
- Collaborating with the parent/guardian(s) to address any issues related to medication administration such as refusals or if the child is uncooperative with taking medication
- Bringing questions or concerns surrounding medication administration to Head of School or head teacher who will involve health consultant as needed.
- Ensuring proper storage of medications.

The Head of School (or authorized designee) will NOT accept, nor will Program staff administer, a medication when:

- The medication is not accompanied by a complete Medication Authorization Form.
- The medication or non-medicated topical preparation is not in the original packaging and labeled with the child's name.
- Child's name, medication name and/or strength of the medication does not match what is written on the Medication Authorization Form.
- The medication's expiration date has passed. A child who requires medication for treatment of a potentially life-threatening condition will not be permitted to attend the program if the medication's expiration date has passed or the medication has not been provided to the school by a parent/guardian or authorized designee.

Health Assessment Record and Immunization Records

Requirements for admission and continued attendance

Per CT State Regulations, the following documentation must be submitted prior to enrollment and updated annually and as needed for enrollment and continued attendance in the Program:

- a physical examination form signed by a physician, physician assistant or advanced practice registered nurse documenting an examination completed within one year prior to enrollment, and yearly from the date of the initial physical examination thereafter, with a thirty-day allowance. The form will provide a statement about the child's general health and the presence of any known medical or emotional illness or disorder that would currently pose a risk to other children or which would currently affect the child's functional ability to participate safely in the Program.
- Subdivision (1) of subsection (e) of section 19a-79-6a of the Regulations of Connecticut State Agencies require documentation of age-appropriate immunization, immunization in progress or exemption to immunization as defined in subdivision (3) of subsection (e) of section 19a-79-6a of the Regulations of Connecticut State Agencies for enrollment and continued attendance in the program.
- A physical examination and health assessment form, as described in section 10-206 of the Connecticut General Statutes that is required for school purposes may be used to satisfy the physical examination and immunization requirements and provides documentation regarding disabilities or special health care needs such as, allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease when it is necessary that special care be taken or provided while a child is in attendance at the Program.
- When applicable an individual plan of care for a child with special health care needs or disabilities, developed with the child's parent/guardian(s) and health care provider is required upon enrollment and must be updated at least annually. The individual plan of care will include appropriate care of the child to prevent and respond to a medical or other emergency and shall be signed by the parent/guardian(s) and program staff responsible for the care of the child.

Please note that the State of CT requires that preschool age children to have one dose of the influenza (flu) vaccine administered yearly between August 1st and December 31st or documentation of exemption on file.

Behavior Management Policy

The goal of behavior management is to help the child self-regulate and develop self-control so that he or she may 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 a staff member, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.
- Setting clear limits - Staff will encourage and model positive behavior, positive reinforcement, the use of peer support, and clearly defined rules.
- Redirection - A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Emergency Plans

Medical:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician or dentist as appropriate. If unavailable, CHOM on Camp's medical consultant will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member (if available) to the nearest hospital. The child's emergency permission form will be sent with them. A staff member will notify the family or alternate pickup person to meet the child at the emergency room. Additional staff will be called in as necessary to maintain required ratios.

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

Fire:

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit.

Immediately, the group will walk to the circular drive at the top of Washington Street Extension, located adjacent to the playground, safely away from the building, and line up to take a name to face attendance. The Head of School or staff member in charge will be responsible for taking the sign in and out sheets, portable first aid kit, cell phone, and emergency files with them. Should it not be possible to return to the building, staff will begin to call parents and emergency contacts to pick up the children asap.

Weather:

On snow days, or during other hazardous weather emergencies, CHOM on Camp will remain open as much as possible. Parents will be notified via WFSB News Station and by telephone to pick up their children should we elect to close early. Ratios will be maintained at all times and two staff members will remain on the premises with the children until all are picked up. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. Parents will be notified after the immediate danger has passed.

Evacuation:

In the event of an emergency, center staff will communicate with police and/or fire authorities to determine whether sheltering in place or evacuation is necessary. If evacuation is necessary, the children will walk to the Wesley Inn (860-346-9251) across the street where we will be provided indoor space should the weather require it. Should we need to evacuate the neighborhood due to a regional threat, we will call M&J Bus Company (860-674-1241) to transport children and staff to Holy Trinity Church at 381 Main Street, Middletown. Parents will be notified by email and phone as to where to pick up their children. Ratios will be maintained at all times and two staff members, at least 18 years old, will remain until all the children are picked up.

Abuse and Neglect Policy

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

Definitions

Child Abuse includes:

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

Child Abuse is defined as:

A child who has had

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

Child neglect is defined as:

A child who has been:

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

Staff responsibilities

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

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 the 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, including medical attention sought for the child, if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

Management

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

Staff will be required to attend biennial staff meetings focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

Provisions for informing families of abuse and neglect policy

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

When an accusation of abuse or neglect by a staff member is made, the Head of School 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.

* The commissioner shall exempt Montessori schools accredited by the *American Montessori Society* or the *Association Montessori Internationale* from any provision in regulations which sets requirements on group size or child to staff ratios or the provision of cots. Upon accreditation, CHOM on Camp will no longer follow group size or ratio policies stated above. CHOM on Camp in Middletown is licensed for 24 children, and therefore will have a group size of no more than 24 children with a ratio of 12:1.

References

- School Preparedness When Students or Staff are Sick, Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/orr/school-preparedness/infection-prevention/when-sick.html>
- Statutes and Regulations Child Care Centers and Group Child Care Homes State of Connecticut, Office of Early Childhood <https://www.ctoec.org/wp-content/uploads/2024/12/2025-Center-Statutes-and-Regulations-7-25.pdf>
- Authorization for the Administration of Medication by School, Child Care, and Youth Camp, Personnel https://portal.ct.gov/-/media/sde/school-nursing/forms/medication_form.pdf
- CT Office of Early Childhood Education (OEC), Medication Administration of Medications **in Family Childcare Homes Video** <https://www.youtube.com/watch?v=kMNSGAYBbPg>
- State of CT School Immunization Requirements 2025-2026 <https://portal.ct.gov/immunization/-/media/immunization/provider-page/pdfs/school-nurses/school-requirements/immunization-requirements-for-enrolled-students-in-connecticut-schools.pdf?rev=de94e5b275f64ff9aad48aeae3b4af6f>
- Early Childhood Health Assessment Record https://portal.ct.gov/-/media/sde/school-nursing/forms/early_childhood_health_assessment_form.pdf