

Nurturing Kids Childcare Center Parent Handbook

Revised June 2023,

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Nurturing Kids Childcare Center is open Monday through Friday from 6:30am to 4:30pm. It is located on 129 East Main Street in Jewett City, Connecticut. To contact the owner or director, call (860) 376-1377 during operating hours.

Before care, a child enrollment form must be completed, in addition to a one-time, non-refundable registration fee of \$75 and one full week of care must be paid in full. An updated physical form, signed by your child's pediatrician, must also be provided and must include your child's date of birth. Children's physicals must be updated yearly, and immunization records maintained according to state requirements.

As of September 2023 new enrollments are accepted for children up to the age of five (not yet in kindergarten), so as to best meet the needs of the children enrolled in the program.

Enrollment is offered to all children under the age of six, provided the center can meet his/her needs. This will be determined by the owner and/or director within the first 30 days of attendance. If it is decided that the center cannot meet a child's needs, a meeting will be scheduled with his/her parents to determine if dismissal is necessary. Please note, however, that violence toward teachers, staff, and other children during the first 30 days is grounds for immediate dismissal. Enrollment is granted without discrimination on the basis of race, religion, political alignment, gender, or sexual orientation.

Please note our scheduled closings: All federal holidays including Martin Luther King Jr. Day, Good Friday, Memorial Day, Veteran's Day, Independence Day, Labor Day, Columbus Day, George Washington's Day, Thanksgiving Day, the day following Thanksgiving. If a holiday falls on a weekend, we will observe it the following Monday. We are also closed for three professional development days a year (sept 22nd 2023 , feb 14 2024 and April 12th 2023) advanced notice will be given of all pd days on years to come.

In addition to these, **the center will close December 24th and open again on January 2nd** in celebration of the holidays. We will also be closed for a week in June. These closings are posted on our bulletin board. June 18th-23rd 2023 , june 16th-22nd 2024

Tuition payments are made each Monday, regardless of the child's attendance. Cash, checks, and money orders are accepted. Credit card /debit card is accepted through our online payment portal (procare) If tuition is not paid, the child will not be able to attend the center until payment is provided. For tuition checks returned by the bank, a \$25 fee will be charged. A new check must be provided as returned tuition checks will not be redeposited. If payment is not received

by Monday before child attends care a 10 dollar per day late fee will be added to the account . This late fee must be paid before a child returns to care

Tuition is \$325.00 weekly for all age groups for full time enrollment (fulltime is 5 days per week) Part time enrollment is \$80.00 per day for all age groups

Credit is not given for vacations, scheduled school holidays, child illness, unforeseen closings due to emergencies, and inclement weather.

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A \$25 fee will be charged if your child does not begin attending the center within two weeks of enrollment.

Note that tuition will not be charged between December 24th and January 1st, nor will it be charged for the last week of June.

Subsidized Care

Nurturing Kids Childcare Center accepts Care-4-Kids subsidies. Parents of a subsidized child must complete all required paperwork within a given time frame, and are required to sign a fee agreement acknowledging personal responsibility for tuition payment in the event they become ineligible to receive childcare subsidies. Parent(s) and guardian(s) are responsible for the difference between our tuition and the amount paid by Care-4-Kids. Tuition payment is required to be made on Monday of each week.

Note that parents are responsible for the full cost of tuition until approval for Care-4-Kids is granted.

If you have any questions at all about the enrollment process, our hours, closings, subsidized care, or tuition payments, please don't hesitate to call the center and contact the owner or director present. We will do our best to answer any questions you may have.

What to Bring

Infants:

- Formula/breast milk, bottles. Please legibly label these with your child's name or initials.
- Baby food, cereal, feeding bowls, utensils. Be sure to legibly label these with your child's name or initials.
- Pacifier (if used) (labeled)
- Bibs (labeled)
- Diapers for the day, two extra diaper wipes (5-7 daily)
- Three changes of clothes
- Diaper ointment, diaper cream (signed authorization required)

- Sunblock during the summer guardians should apply sign screen before coming to the center we will reapply as needed (signed authorization required)

*Please note that comfort items, such as stuffed animals, blankets, etc. cannot be used in the child's crib per state regulations.

Food items must be prepared and labeled with the child's name or initials. This includes formula/breast milk bottles, baby food, snacks, juice boxes, food containers, and utensils. All bottles must be taken home each night to be washed.

Parents must complete an initial feeding schedule for their child, to be updated as feeding needs change. Staff complete a daily chart for each child detailing what the child ate, when they ate, and how much they ate, as well as diapering and rest times.

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Prepared bottles are stored in designated refrigerators and are warmed in a bottle warmer prior to feeding. Bottles are NEVER warmed in microwaves. Children are not fed directly from food jars, and are not fed previously opened food jars brought from home. If cereal is provided, staff mix cereal immediately prior to feeding. Any uneaten food that remains after a feeding is discarded. All staff and children are required to wash hands before and after meal times. Mothers who breastfeed their child are welcome to come into the center during the day to do so.

Toddlers:

- Lunch with necessary utensils and containers Lunches must be ready to eat and not require cutting, heating ect ; ice pack in lunchbox. Please legibly label these with your child's name and initials.
- Bibs if necessary
- Two complete changes of clothing socks (more than two if toilet trained) (labeled)
- Diapers for the day, two extra diaper wipes (5-7)
- Diaper ointment, diaper cream (signed authorization required) (labeled)
- Sunblock during the summer months Guardians must apply at home before coming to the center we will reapply as needed (signed authorization required) (labeled)
- Nap blanket and small pillow; favorite snuggle item (labeled)

Preschoolers:

- Lunch with necessary utensils and containers; ice pack in lunch box. Lunch should be ready to eat and not require heating or cutting Please label these with your child's name or initials.
- Two extra sets of clothing, including socks (labeled)
- Small nap blanket and pillow; favorite snuggle item (labeled)
- Sunblock during the summer months Guardians must apply before coming to the center we will reapply as needed. (signed authorization required) (labeled)

All non-infants are provided a nutritious, well-balanced snack and beverage in the morning and afternoon. Water is available and encouraged throughout the day. Snack menus are posted monthly on the license board. The center does not provide breakfast or lunch--children should have a filling, nutritious breakfast prior to arrival. Parents must also supply the child's lunch. Lunch should be balanced and nutritious and

include a beverage and main meal; candy and soda is not allowed as these items offer no nutritional value. Additionally, cans and glass should not be included in your child's lunch. Necessary bowls, containers, and utensils **MUST** be provided and clearly labeled. Feeding items are rinsed and returned home for proper cleaning. The state of Connecticut also requires an ice-pack is included in lunch boxes containing perishable food items. Staff are required to discard perishables packed without an ice pack according to these regulations. All staff and children are required to wash hands prior to and after meal times.

Please note that all items should be labeled with your child's name or initials. Any clothing sent home must be replaced the child's next day of return. **The center does NOT keep extra clothing, blankets, shoes, cups or diapers.** If these are not provided, the parent will be contacted by telephone to pick up the child or bring supplies.

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Dress Code

We have a shoeless policy in the infant room. Infants spend much of their time sitting and crawling on the floor. To maintain cleanliness, we require that adults remove shoes or wear shoe covers upon entering the infant room.

Children wearing training pants/ pull ups must wear clothing they can potentially remove and put on themselves, such as pants with elastic waistband and a shirt. Refrain from dressing a potty-training child in onesies, snap shirts, overalls, etc.

All children must be self-sufficient in regards to toileting needs before entering the preschool program. Children are disallowed from wearing open-toed shoes; slip-on shoes, heels and sandals are inappropriate footwear. Exceptions to this rule are made for infants only

A child must be consistently dry at home for a minimum of three days before coming to the center in underwear. Please do not send your non potty trained child to care in underwear; this poses a bio hazard risk for all.

Clothing containing profanity or derogatory wording or pictures is strictly prohibited

Toys From Home Policy

Due to risk of damage, loss, and sharing issues, children may not bring toys from home unless specifically requested by the classroom teacher for use as part of the curriculum. Parents and guardians are responsible for enforcing this policy with their child before arriving for drop off

Schedules

When you enroll your child at Nurturing Kids Childcare Center, you will establish a full or part-time schedule on the enrollment form. Several options are available and can be discussed

with the owner or director. Parents who wish to change their child's established schedule must speak to the owner or director to see if this is possible. We require four weeks notice for all schedule changes so that we can maintain an adequate student-staff ratio. We emphasize the importance of keeping your child's schedule consistent as there is a staff to student ratio required by the state of Connecticut. Unfortunately schedule changes are not always possible due to center capacity and child staff ratios

Arrival Procedure

Please note that drop off ends at 9:00AM. Because it is disruptive to the classroom, we will no longer allow drop-offs after 9:00AM without prior notice.

Parents will escort their child into the classroom and sign them in on the procare app.. Children will wash hands upon arrival. Guardians will help them place their belongings in their own, designated cubby and will help them settle into the classroom. Please allow preschool children to try to put away and collect their belongings independently this is a skill they will need for kindergarten

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Parents must ensure a staff member is present in the room before departing. Please notify the child's teacher, center director, or owner of any special instructions or needs to be fulfilled for your child that day. These may include early pick up or alternate pick-up person. Instructions must be presented in writing AND verbally discussed with the teacher, owner, or director.

If a fire drill is taking place during arrival, please wait outside with your child until the drill is complete.

Departure Procedure

Children must be picked up by a guardian or another adult (18 years of age or older) listed under emergency contacts with the enrollment form, in which case picture ID must be presented. No one under the age of 18 will be authorized to escort a child from the premises. Once a child is signed out by guardian the guardian is then solely responsible for the supervision of their child.

All blankets and pillows are to be sent home each Friday to be washed and returned the following Monday. Important communication between the teachers and parents is sent home in a child's backpack or bag each day they attend the center.

If you know you may be late due to unforeseen circumstances (flat tire, stuck in traffic, etc.), please contact the center by telephone to notify the head teacher, owner, or director present. If no call is made to the center, there is a \$5 per minute per child charge if you do not arrive at your scheduled time. This includes a child who is not picked up by the center's specified closing time should the center close early, such as in the event of an emergency. Late pick-up fees will

be included in the following week's tuition. Please understand that staff are only scheduled for their specified hours.

If a child is not picked up by their scheduled time, staff will contact parents' or guardians' work, home, or cell phone numbers. If parents or guardians are unable to be reached, a person or persons listed under the child's emergency contacts will be called. If parents/guardians and other adults specified on the child's enrollment form cannot be reached, the police will be contacted. At that time, two staff members will remain with the child to await release to the police.

If a fire drill is occurring at the time of departure, please wait until the drill is complete before signing out your child. Each child should be signed out in the Procure app

Illness, Medical, and Behavioral Needs

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Notification of Absence

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Children in good health benefit more from their school day than children who are feeling unwell. We ask that you keep your child home if they are unable to **fully** participate in classroom activities. If staff observes that a child is unable to fully participate in classroom activities and exhibits signs and symptoms of illness, a parent or emergency contact will be contacted to pick up that child. Full participation includes partaking in outdoor activities.

If your child is sick, please call the center/ message in app to inform us that they will not be in attendance that day. A "no call no show" is grounds for dismissal from the program. The center must be notified of an absence by 9am

Guidelines for keeping your child home may include, but are not limited to:

- Fever of 100 degrees or higher
- Symptoms of COVID-19, including fever, lost sense of taste or smell, dry cough, fatigue, chest pain or pressure, difficulty breathing
- A positive COVID-19 test
- Symptoms of other illness, such as
 - Coughing or wheezing or severe chest congestion
 - Irritability; persistent crying

- Persistent runny nose with no documented allergies in infants (documentation must be from the child's doctor and include symptoms that may be present and the season it may affect)
- Green nose discharge
- Unusual lethargy
- Diarrhea or vomiting
- Unexplained rash or blisters
- Eye discharge
- Strep throat
- Head lice

If sent home from the center, we require that the child is absent the following day and is symptom-free upon their return. **The child must be diarrhea / fever-free for at least 24hours (without fever-relief medication).**

Parents must inform the center by 9:00am if a child will not be attending the center on a scheduled day, and must disclose the reason for his/her absence. We, the owner and director, greatly appreciate your cooperation. This will help us effectively maintain an appropriate staff to student ratio, and will help the classroom teachers plan for the day.

If your child is absent due to an illness, we request that you notify the owner or director of the absence and the nature of the illness; this enables staff to better observe any illnesses that may occur at the center.

Caring for a Sick Child in Attendance

If a child becomes ill while at the center, a parent or guardian will be notified and the child will be moved to a separate, quiet rest area with their personal rest items. A staff member will supervise the child at all times until a parent or guardian arrives to pick up the child.

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A sick child may exhibit one or more of the following symptoms: a fever of 100 degrees or higher, vomiting (one time or more), at least two loose bowel movements, eye discharge, persistent cough, unusual lethargy, wheezing, unexplained rash or blisters, strep throat, or head lice. This list is not exhaustive; parents or guardians will be notified of these and any other unusual signs and symptoms of illness. **The child exhibiting symptoms must be picked up within 30 minutes of notification, either by the parent/guardian contacted, or an emergency contact.**

Administration of Medication Policy

Nurturing Kids Childcare Center will only administer emergency medications, and

only by staff members who are fully trained to administer it. Emergency medication may include prescribed inhalers, premeasured commercially prepared injectable medication

(Epi-pens, Auvi-Q, etc.), non-prescription topical medication, and EMERGENCY oral medications (i.e. Benadryl). Parents will provide a proper medication authorization form and the medication. The medication administration form must be signed by the authorized parent/guardian granting authorization to Nurturing Kids Childcare Center to administer medication. This form is available at the center.

The form includes:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose, and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side-effects and prescriber's plan for management
- Notation of whether the medication is a controlled drug
- Listing of allergies, if any, and reactions or negative interactions with food or drugs
- Specific instructions from the prescriber detailing how the medication should be administered
- Name, address, telephone number, and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature, statement of relationship to the child of the parent or guardian granting permission for the administration of the drug to Nurturing Kids Childcare Center

There are many variations of the medication administration form accessed by medical providers. Please ensure the form clearly states that it is intended for licensed child care centers. Understand that your child may not be able to attend if he/she does not have proper authorization.

All medications must be in their original, child-resistant safety containers and clearly labeled with the child's name, name of the prescription, date of prescription, and directions for use (original label from the pharmacy). Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon, and asthma inhalant medications, all medications will be stored in a locked container and, if directed by the 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.

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Staff are responsible for ensuring the medication administration form is complete and that medication being received matches the medication orders and is stored as directed. Staff keep accurate documentation of all medications administered. This documentation includes:

- Name, address, DOB of the child
- Name of medication and dosage
- Pharmacy name and prescription number

- Name of authorized prescriber
- The date and time the medication was administered
- The level of cooperation of the child
- Any medication errors
- Food and medication allergies
- Signature of staff administering
- Comments, if any

Parents will be notified by letter or phone if there is an emergency related to the administration of a child's prescribed medication. Staff are trained in administration of medication by a physician, physical assistant, APRN, or RN. Certificates are renewed every three years. Training for premeasured commercially prepared injectable medications is renewed yearly. **At no time is untrained staff allowed to administer prescription medications.**

All unused or expired medications will be returned to the parent/guardian or disposed of if not picked up within one week following the termination of the order, in the presence of at least one witness. Nurturing Kids Childcare Center will keep a record of the medications destroyed which is to be signed by both parties.

Specialized Consultants

If you have any questions or concerns regarding the learning and development of your child, please consult the head teacher about these concerns. There are many resources available to address parent concerns, including: the state birth to three program, public school screening, and the center's specialized consultants in the areas of dental, health, and social. Our staff will work collaboratively with parents and consultants to achieve desired goals. If you have questions about this, or wish to seek the help of a specialized consultant, don't hesitate to communicate this to the head teacher, owner, or director.

Unforeseen Closings and Emergency Procedures

Weather Policy and Closings

We adhere to Griswold Public Schools' closings and delays. The center will close early if Griswold Public Schools closes early due to weather circumstances. **If Griswold Schools have an early closure because of the weather, the center will close at 2:00 pm. All children must be picked up by this time.**

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If the center must close due to unforeseen circumstances, parents will be notified by 5:30 AM via our Procure app and our Facebook page.

Evacuation Policy

In the event that the center must be evacuated, staff will escort children to the Jewett City Volunteer Fire Department. The town's Civil Preparedness Official has been contacted in advance, and the center is on their list for emergencies. Notes will be posted to alert parents of the location of their children. Parents will also be contacted by telephone. Proper staff to student

ratio will be maintained; at least two staff members will remain with the children until all have been picked up by their parents or guardians. If parents or guardians cannot be reached, emergency contacts listed on the child enrollment form will be contacted.

Fire Policy

In the event of a fire in the building, staff will evacuate students through the closest fire exit. The attendance book, portable first aid kit, cell phone, and list of parent contact telephone numbers will be taken out of the building by a designated head teacher. The group will walk away from the building toward a safe place outside, children will line up for attendance, and attendance will be taken to ensure all children have evacuated the building. If it is not possible to return to the building, staff will escort children to the Jewett City Volunteer Fire Department. Parents and/or guardians will be contacted by telephone and will be required to pick up their children. If primary guardians cannot be reached, emergency contacts listed on the child enrollment form will be contacted.

Nurturing Kids Childcare Center conducts monthly fire drills. During a fire drill, parents or guardians may not sign their child in or out of the program. We ask that you wait until the drill is complete to sign your child in or out of the program.

Code Red/Active Shooter Response Policy

In the event that an individual is trespassing onto the premises, is armed, or is actively harming members of the facility, our emergency response plan is as follows:

1. **Other staff members will be alerted the prearranged, “code red”** to communicate that there is a threat or trespasser on the premises.
2. **The head teacher or supervisor present will direct the children through the double doors entering the church building.** All personal belongings will be left behind. The head teacher will direct the children into an inconspicuous hiding place and will **remain there until police arrive and announce that it is safe to exit the hiding place.**
 - a. If these doors are not accessible, the children will be directed into the spacious infant room supply closet, which will serve as an inconspicuous hiding place.
3. **Another staff member will dial 9-1-1. If possible, they will alert the operator, “active shooter” and state our location. They will also locate the attendance book and first aid kit and follow the head teacher into the designated hiding place.**

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- If possible, the staff member will provide the 9-1-1 operator a brief description of the trespasser’s appearance and state the type of weapon the trespasser is armed with.
- If none of this is possible, the staff member will dial 9-1-1 and leave the line open. This will communicate to the dispatcher that a threat is present.

4. The doors to the hiding place will be locked or blockaded to prevent entry.

Emergency/Alternate Contact Policy

At enrollment, parents will be presented with a child enrollment form, on which emergency/alternate contacts are to be listed. Parents are encouraged to include anyone who they may ask to pick up their child from the center. During emergencies, such as those which require evacuation from the building, parents will be contacted first. If staff are unable to reach parents, emergency contacts listed on the enrollment form will be called. In the event that a child is sick, we require that parents pick up their child within thirty minutes of being contacted. If this is not possible, the parent must arrange for an adult listed under emergency contacts to pick up the child.

If a parent wishes to add or remove an emergency contact from the list, the owner or director must be contacted to view the written request, which must be signed and dated. ONLY custodial parents have the right to amend the emergency contact form.

Upon signing a child out of the program, an adult on the emergency contact form will be required to show a photo ID prior to the release of the child. There are absolutely NO exceptions to this rule.

Supervision Policy

At no time is a child left unsupervised.

Preschool,

- The staff to child ratio of one staff member per ten children ages three to twelve years will be maintained at all times. At least two staff members 18 years of age or older will be on the premises at all times.

- The group size will never exceed 16 children for children ages three to six years

- Children are watched carefully both inside the building and outside at play
 - When a child or children use the bathroom, adequate staff will always be present

Infants/Toddlers

- The staff to child ratio of one staff member per four children ages six weeks to three years will be maintained at all times. At least two staff members 18 years of age or older will be on the premises at all times.

- The group size will never exceed eight children per room for children ages six weeks to three years

- Children are watched carefully both inside the building and outside at play

- When a child or children use the bathroom, adequate staff will always be present

Educational Program Plan

Children at Nurturing Kids Childcare Center follow a daily schedule that meets the individual needs of the diverse population served by our program. The plan for development allows for cultural, developmental, and language differences to be considered and addressed.

There is sufficient opportunity for indoor and outdoor activities to facilitate fine and gross motor development. The schedule includes opportunities for problem-solving and experiences that promote cognitive, affective, and language development. Children are encouraged to make choices whenever possible and are granted opportunities to express their ideas and feelings in all parts of the program. The program includes:

- Art (all)
- Dramatic play (t & ps)
- Music and movement (all)
- Writing and literary experiences (all)
- Outdoor gross motor activity (all)
- Language-learning experiences (all)
- Experiences that promote self-help skills (t & ps)
- Health education practices (t & ps)
- Child-initiated and teacher-initiated experiences (all)
- Science and discovery (all)
- Varied choices in material and equipment (all)
- Individual and small group activities (t & ps)
- Active and quiet play (all)
- Rest/nap time (all)
- Nutritious snacks (all)
- Toileting and clean-up (t & ps)

("t & ps" refers to toddlers and preschoolers; "all" refers to toddlers, preschoolers, and school-aged children.)

Handwashing Policy

Hand washing is one of the most important factors in controlling illness. Our staff and children wash hands upon arrival at the center, before and after eating and handling food, after wiping noses, after using the bathroom or diapering, after playing outside, and after messy activities. Please encourage this practice with your child at home. Refer to our COVID-19 policy for more information on handwashing procedures.

Nap/Rest Time

Infants nap according to their own schedules, and do so in designated cribs. According to state regulations, absolutely nothing is to be placed in an infant's crib while they are sleeping.

Toddlers' and preschoolers' nap time occurs from 1:00pm to 3:00pm, where they sleep on cots with a small blanket, pillow, and rest item, if desired.

(preschool)At nap time children do not have to sleep but must remain quietly on their cots .If a child can not remain quietly on their cots so others can rest and are causing a safety concern or a disturbance they will be asked to be picked up . children are ask to try to rest quietly while other children are getting settled in then non nappers are offered books,busy boxes,coloring books,or puzzles

Discipline Policy

The purpose of Nurturing Kids Childcare Center's discipline policy is to provide a positive, considerate environment in which children can learn and grow. Both children and adults will strive to be respectful, honest, caring, and kind to support the success of all children in the center.

We, staff members, as well as children and parents, will promote a positive environment by complying with center rules and classroom rules.

Center Rules

Center Rules are communicated clearly to the children of the center through the implementation of classroom rules. All classroom rules are a reflection of our center rules. We ask respectfully that parents and guardians become familiar with our center rules to help children meet behavioral expectations. They are as follows:

1. Treat others with kindness

Children, parents, and staff will speak in a manner that is kind and considerate of others. Name-calling and foul language is not acceptable. At Nurturing Kids Childcare Center, we believe in the phrase, "treat others the way you want to be treated."

2. Be respectful of others

At Nurturing Kids Childcare Center, we serve a diverse population of children and families. At our center, all people, regardless of race, gender, sexual orientation, ethnicity, culture, and religious belief, are treated with equality and respect. We respect individuals and families from all backgrounds and walks of life, and we ask that all who enter the center do the same.

3. Maintain honesty and integrity

Staff, children, and parents will communicate with honesty and integrity. Staff will model honesty by telling the truth, accepting responsibility for mistakes, and striving to do the right thing in every situation.

Due to recent concerns about this policy, it is also important for us to reiterate that no toys from home are allowed in the center. Please refrain from allowing your child to bring toys/technology from home to the center unless explicit permission from your child's

teacher has been granted. Items from home may be lost or damaged if brought to the center.

Classroom Rules

Classroom rules will vary in number and wording depending on the teacher, age group, and individual needs of students. Minimally, they will promote the following:

1. Keep hands and feet to self
2. Follow directions when given
3. Use an inside voice and walking feet
4. Speak respectfully and kindly to others

Preschoolers and younger children may be new to the school/daycare setting. They may not

know what behavior is expected of them yet. Our teachers are aware of this and do their best to help toddlers and preschoolers learn classroom expectations by ensuring that rules are presented in a clear and simple manner. Rules posted in the pre-k or toddler classrooms may look like this:

1. Safe bodies
2. Listening ears
3. Quiet mouths
4. Helping hands
5. Caring hearts

Consequences

Children are expected to follow the classroom rules taught to them and are rewarded for doing so. A teacher may congratulate a student for good behavior using verbal praise, smiles, stickers or other rewards. Tangible rewards establish expectations and convey appreciation and recognition of children who meet those expectations. Staff are also instructed to model the behavior they expect from the children.

In response to minor misbehavior, a teacher will give the class a verbal reminder of the rules and expectations. If misbehavior continues, the teacher will give the child an individual reminder clearly explaining what is expected of him/her. If misbehavior continues after an individual reminder, the teacher will redirect him/her to a new activity or area. For more disruptive misbehavior, a teacher may give an immediate individual reminder, or immediately redirect the child to a new activity or area.

We aim to equip children with the skills to emotionally regulate. When a child exhibits a misbehavior because he/she is upset, staff will say to the child, “use your words” and will guide

them in verbally communicating to solve problems. When verbal communication is not possible, staff will provide appropriate alternative means of communicating to solve problems.

Staff NEVER utilize physical, corporal, or frightening, consequences for behavior. Staff are NEVER abusive or neglectful toward children.

If a child engages in behavior that poses a risk of injury to self or others, or uses violent and/or inappropriate language, excessive screaming or yelling without being able to be calmed, the child's parents or guardians will be contacted and asked to come to the center to pick up the child. If a child physically harms another child, a staff member will document the incident in an incident report, which is to be signed by the parent or guardian, and placed in the child's file. Pick up must be within 30 minutes from the time the parent/Guardian is contacted. If the parent /guardian can not be reached we will contact the emergency contact.

In cases of continuous behavior problems,

- A meeting will be scheduled with the parent(s) or guardian(s) of the child to determine how we can help the child succeed in the classroom.
- Our social service consultant may be contacted to perform observations in the classroom if deemed necessary by the head teacher, director, or owner. The head teacher, director, and owner will discuss how fees for this service can be paid; then the service will be addressed with the parent(s) or guardian(s). The social service consultant will provide teaching strategies to staff and will meet with the parent(s) or guardian(s).
- The child will be placed on a behavior plan. After a span of two weeks, a meeting between the involved parties will take place to determine if the child will remain enrolled in the program.
- If dismissal occurs, the family will be granted two weeks to find other preschool/childcare arrangements., EXCEPT in instances where the child has displayed violent behavior toward staff or peers, in which case immediate dismissal will occur.

Nurturing kids childcare center reserves the right to dismiss a child from care if the child poses a safety risk to themselves, staff, or peers.

This can include but not limited to hitting, kicking staff or peers without being able to be redirected, biting in children older than toddlers, throwing toys, chairs, tables, flipping tables without being able to be redirected or calmed, excessive screaming without being able to be calmed on multiple occasions. If a child over the age of toddler continuously tries to run out of the classroom or building we also reserve the right to dismiss as this poses a safety risk for themselves and others.

Biting Policy (for toddlers)

We recognize that, for toddlers, biting is a developmentally normal behavior that may sometimes occur. If your toddler is bitten or bites another child in the classroom, Nurturing Kids Childcare Center empathizes with the concern you may feel. We ask that

you remember that this is developmentally normal behavior. If a biting incident occurs, staff are to redirect the child to a different activity within the classroom. Following such an incident, our staff will work to identify situations which may provoke or illicit such behavior so that it can be prevented in the future. If a child bites other children repeatedly on a given day, the child's parent(s) or guardian(s) will be contacted and will be required to pick up the child within thirty minutes of being contacted.

Crisis Plan

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In the event that a child's behavior poses a risk of injury to themselves or others, the head teacher or teacher present will enact the following five-step crisis plan to ensure the safety of the children and staff in the center.

1. If there is one teacher in the room where the incident is taking place, the teacher will notify an additional staff member that a crisis behavior is occurring.
2. The teacher will direct the rest of the class to a safe place away from danger. This may be the neighboring classroom or a designated place in the room.
3. The teacher will help the student reestablish self-control, if possible.
4. Students will return to the classroom once the crisis has been addressed.
5. The teacher will notify the student's parents of the incident.

Incident/Accident Reports

Should your child be involved in an incident or accident during the day at Nurturing Kids

Childcare Center, a staff member will complete an incident/accident report. This report will be reviewed, signed, and dated by the adult present at pick-up time. Completed forms will be filed in the child's folder maintained at the center. The staff member who witnessed the incident/accident will be able to briefly discuss the matter with you in person or via phone call at a time that is workable for both parties.

Child Abuse and Neglect Policy

The staff at Nurturing Kids Childcare Center is mandated by law to report any suspicions of child abuse and/or neglect. Child abuse is defined as: non-accidental physical or mental injury, any form of sexual abuse or exploitation, placing a child at risk for injury or danger, belittling, berating or teasing which impairs a child's psychological health and functioning. Child neglect is defined as: failing to provide adequate food, clothing, shelter, education, mental or medical care, or appropriate supervision.

If evidence of child abuse or neglect is observed, staff are responsible for reporting suspicions to their supervisor. They will then be required to fill out the DCF-136 form, call the DCF Child Abuse Hotline at 1(800)-842-2288, and will answer the questions of the Hotline reporter to the best of their abilities.

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

The Department of Children and Families Hotline telephone number to report abuse or neglect is 1(800)-842-2288. The Department of Public Health reporting number is 1(800)-282-6063 or 1(860)-509-8045. Reporters are required to report their name, but the information can be kept confidential upon request. Staff must report:

- Name of the child
- Address of the child
- Phone number of the child
- Name of the child's parent(s) or guardian(s)
- Phone number of the child's parent(s) or guardian(s)

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- Relevant information such as the physical or behavior indicator, nature and extent of the injury, maltreatment, or neglect. This includes an exact description of what the reporter has observed.
- Time and date of the incident
- Information, if any, regarding previous injuries
- Circumstances under which the reporter observed evidence of abuse or neglect
- Name of the person(s) suspected of causing injury to the child
- Any additional information the reporter believes would be helpful
- Any action taken to help or treat the child
- Whether medical attention was sought for the child, if needed

Parent Involvement Parents' Right to Immediate Access

Parents and guardians of children in our care are entitled to immediate access without prior notice to their child whenever they are in attendance at Nurturing Kids Childcare Center, as required by law. In cases when the child is the subject of a court order (i.e. custody order, restraining order, or protection from abuse order), Nurturing Kids Childcare Center MUST be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with the center, BOTH parents shall be afforded equal access to their child as stipulated by law.

The center cannot, without a court order, limit access of one parent to the child by request of the other. Please understand that omission of one custodial guardian's name from the enrollment form does not mean that the individual cannot pick up the child. However, a birth certificate is required to be presented by the unlisted guardian as proof that they are a guardian. The unlisted individual will be notified of this. Should an issue arise in which one guardian does not wish to grant access to the child to another guardian, Nurturing Kids Childcare Center recommends the child not attend the center until a new court order is issued, as we uphold parents' right to immediate access.

Volunteering at the Center

parents are permitted to volunteer at the center at this time , parents will be able to volunteer at the center up to 12 times each year. Parents/guardians/volunteered must complete a background check and fingerprinting through bcis and the state police

Confidentiality

Confidential and sensitive information will only be shared with employees on a “need to know” basis in order to appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents, and/or children will not be shared, as to uphold everyone’s right to privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, special needs information, and health-related information of anyone associated with

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Nurturing Kids Childcare Center. Regulatory authorities with legal rights may review children’s files upon request.

Some children with special needs, or who exhibit behavior that appears atypical, may be observed. You may be curious or concerned about the child, but please be aware that our confidentiality policy protects every child’s right to privacy. Employees at Nurturing Kids Childcare Center are strictly prohibited from discussing and/or disclosing information about another child to individuals who are not the guardians of that child.

Withdrawal of Children

A two week notice must be given before withdrawing children from the center. All tuition through that two weeks remains due and payable. Certain exceptions may apply. Please contact the owner or director if there are any concerns about this matter.

Expulsion of Children

We retain the right to dismiss a child from the center at any time if the child poses a threat to the safety of the other children and staff in attendance. In cases of immediate dismissal, two weeks notice will not be given or charged.

It is policy to work through any problems with parents and the appropriate consultants prior to expulsion. Please refer to the discipline policy for more information.

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Parent signature Date

By signing above, I agree to abide by all policies and procedures outlined in this handbook. I understand that tuition is due regardless of attendance (including weather closings, federal

holidays and pd days that the center is closed)and that late fees will be charged for pickup outside of the pickup time that I have specified on my child's/children's enrollment form(s). Tuition is due on the Monday before care i understand and agree that a per day late fee will be added to any late tuition payments I understand and agree that a per minute charge will be added to any late pick ups