

# School Age SUMMER PROGRAM



Parent Handbook  
2020

**Hours of Operation:**

Day Program	9:00am-3:30pm
Before Care	7:30am-9:00am
After Care	3:30pm-5:15pm

**Contact Us:**

Jo David	Executive Director	(o)315-557-2340 (c) 315-571-5747
Brittany McConnell	Assistant Director	(o) 315-557-2341 (c) 315-404-6946
Aly Worden	SACC Coordinator	(c) 315-982-3002 (o) 315-557-2341

**Website:** [www.clintonelc.com](http://www.clintonelc.com)

**ABOUT US**

The Clinton Early Learning Center (CELC), a non-profit corporation, was established in 1973 to provide high quality care for children ages 12 months to 12 years old. We are licensed through the New York State Office of Children and Family Services (NYS OCFS). For a complete list of the NYS OCFS Day Care Regulations, please visit <http://ocfs.ny.gov/main/childcare/infoforparents.asp>

**NON-DISCRIMINATION POLICY**

The Clinton Early Learning Center is a not-for-profit educational institution, which does not discriminate in hiring, enrollment, or granting of financial aid based on race, color, sex and gender (identity and expression), sexual orientation, national and ethnic origin.

**CELC MISSION STATEMENT**

The Clinton Early Learning Center provides children with nurturing care and enriching educational experiences that promote children’s social, emotional, physical and cognitive development.

## **WELCOME TO SUMMER PROGRAM 2020!**

We are so excited to have your child with us for summer. We have many fun activities and adventures planned for your child. **There is a lot of information you will need to know, so please read this handbook thoroughly.**

## **PANDEMIC POLICIES & PROCEDURES**

### **Arrivals & Departures**

During a pandemic, it is recommended that the same person drop off and pick up the child. We ask parents to follow this guideline when possible.

Families are required to arrive at their scheduled check-in and pick-up times, adhering to social distancing rules. Check-in and pick-up times are coordinated with families before the start of the program. We will do our best to align your check-in and pick up time with your work schedule. If you miss your scheduled time, please call to schedule a different time.

All parents/adults picking and dropping off children are to use the High School Cafeteria entrance, the loop in front of the District Offices. Cones will mark 6 feet of social distancing rules along the entrance. Adults and children are required to wear a mask while waiting to check-in.

Daily health screenings will be done in the vestibule, one family at a time (one adult and enrolled children only). The health screening will include temperature reading, observing for signs of illness or injury, and asking specific health and related questions.

### **Health Screening**

Parents will use hand sanitizer upon entering. The staff conducting the check-in will be wearing PPE when performing health screenings. Parents will be asked the following questions:

- How are you and your child feeling? Are either of you exhibiting any signs of illness, including cough, shortness of breath difficulty breathing, fever of 100.0°F or higher, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell?
- Is anyone that is in direct contact with the child exhibiting signs of illness?
- Have you or child had contact with any person with known COVID-19 or person under investigation for COVID-19?
- Are you or anyone in direct contact with you or your child in active quarantine status?
- Has your child received any fever-reducing medication?

If the answer to any of these questions is “Yes,” your child will be excluded.

If the answer to all the questions is “No,” The staff person will take your child’s temperature. If the child’s temperature is under 100 degrees, your child will be brought to their classroom by another staff member. If your child’s temperature is 100 degrees or higher, they will be not be allowed into the program that day.

The staff person conducting the health screening will sign your child in using the Procure<sup>®</sup> software electronic sign-in system at the check-in station.

### **Items from Home**

Items from home will be limited. Please do not bring any toys from home. Your child’s backpack should contain an extra change of clothes, sunscreen, lunchbox, and water bottle.

### **Communication**

We know that communication with teachers is essential to your child’s success. The SACC Coordinator will be available to answer all your questions. All phone numbers can be found on page one.

Parents and other adults will not be permitted in the building at this time.

### **Pick-Up**

Pick-up times will be scheduled for families. Families will call the Center, letting the staff know they are here. Children will be brought out to parents. Parents are required to wear a mask when picking up their children. Children will put their mask on when getting picked up. Face masks will be stored in a reusable, sealable bag, labeled with the child's full name.

If someone other than parents are picking children up, parents/guardians are required to complete the authorized pick up section on the registration form. You can add/remove people to the list on the authorized pick up list throughout the year. Proper identification will be required. Children in our program cannot be released to older siblings under the age of eighteen.

**Children enrolled in BEFORE CARE may arrive no earlier than 7:30am and no later than 9:15am.**

**Children enrolled in the DAY PROGRAM may arrive no earlier than 9:00am. All children must be at program by 9:15am.**

### **LATE PICK-UP**

**Program ends promptly at 5:30 PM.** If you are running late, please call to let us know. You will be charged a late pick up fee of \$20 for the first 10 minutes and \$2 per minute thereafter. Habitual late pick up will result in termination of enrollment and no refunds given.

Late fees are assessed if your pick-up is past 3:00 pm or 5:45 pm automatically through Procure<sup>®</sup>

### **Additional Exclusion Policy COVID-19 virus:**

- If any of these symptoms are observed: cough, shortness of breath or difficulty breathing, fever of 100.0°F or

higher, chills, muscle pain, sore throat, and/or new loss of taste or smell, nausea, vomiting, and/or diarrhea.

**If a child comes down with COVID-19 symptoms while in care:**

1. They must be isolated from the other staff and children until they are picked up (one staff person will remain with the child). Parents must contact their healthcare provider for assessment and testing.
2. Parents must provide documentation from a medical provider that the COVID-19 test is not necessary and/or the child is not contagious **or** get the testing done.

**If the child tests positive for COVID-19:**

1. The CELC will report the positive case to the local department of health. We close the program and wait 24 hours before disinfecting if possible. The program can be reopened after cleaning and disinfecting.
2. Staff that had close contact (within 6 ft for at least 10 minutes) must home isolate for 14 days if they remain asymptomatic. If they become symptomatic, they must isolate for an additional 10 days from the onset of their symptoms or 10 days if they test positive.

**Children can return to care when:**

- If symptomatic child tests positive, they may return to care after at least three days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications; AND Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND ten days have passed since symptoms first appeared.
- If a child is returning before the required number of exclusion days, the Center requires two negative COVID-19 test results within 24 hours of each other.
- If asymptomatic child tests positive, they may return to care after ten days have passed since the date of positive results AND has no subsequent illness; if retesting is

completed: the child must receive two consecutive negative results within 24 hours of each other.

### **Hand Washing**

Hand washing plays a vital role in keeping our children and families healthy. Per NYS regulations, children and adults are to wash their hands anytime they enter the classroom, when they are dirty, after toileting, before and after coming in from outdoors, before and after eating, and after handling pets. Please practice and educate your child on adequate handwashing hygiene. Proper handwashing is twenty seconds.

### **Snack**

The Center provides both a morning and an afternoon snack. Children will be served individually during snack, and buffet-style is not allowed at this time. The Center will be using disposable serve ware, cutlery, and cups.

### **Pandemic Additional Precautions During the Day**

- Group sizes are limited to 10 children in a group/classroom.
- Staff will be wearing masks around children always.
- Routine cleaning will be done frequently throughout the day.
- Items laundered daily.
- Limit the sharing of toys; toys cleaned and disinfected daily.

### **Field Trips & Destinations**

During a pandemic we will not be going on any field trips or visiting the Kirkland Town Park. If anything changes, we will reassess and communicate with you accordingly.

### **Swimming**

Currently the swimming pool is closed. If things change over the summer, we will reassess and communicate with you.

**Visitor Control Policy**

For the purposes of Summer Program, visitors are not permitted to join the CELC's SACC Summer Program.

**Volunteers During A Pandemic**

Volunteering will not be permitted during a pandemic.



**SUPERVISION OF CHILDREN**

Children cannot be left without competent direct supervision at any time per School Age Child Care Regulation 418.8 under Supervision of Children. The following minimum supervision ratios based on group size must be adhered to always:

AGE OF CHILDREN	TEACHER/CHILD RATIO	MAXIMUM GROUP SIZE
through 9 years	1:10	20
10-12 years	1:15	30

If someone other than parents are picking children up, parents/guardians are required to complete the authorized pick up section on the registration form. You can add/remove people to the list on the authorized pick up form throughout the summer. Persons other than parents must have their photo identification readily available to show program staff.

**SUMMER PROGRAM WHAT TO BRING LIST**

Please be aware that we will be outside most of our time, rain or shine, so the following list is essential. Please be aware of weather forecasts and dress appropriately.

**WHAT YOUR CHILD SHOULD WEAR:**

- Weather appropriate clothing that CAN and WILL get wet and/or muddy
- Shoes that CAN (and will!) get wet and muddy

**WHAT TO PACK IN YOUR CHILD’S BACKPACK:**

- 1 large water bottle
- Packed lunch with ice pack- no warm-ups
- Extra clothing layers as appropriate
- **Complete change of clothes EVERY DAY**
- Bug spray
- Sunscreen
- Bathing Suit on sprinkler days
- Towel on sprinkler days

**PLEASE DO NOT PACK:**

- Electronic entertainment devices. Cell phones and other electronic devices are not permitted at Summer Program. Your child's program instructor will hold on to any electronic devices until pick up.
- Belongings from home.

**SNACK**

The Center provides both a morning and an afternoon snack. Children will be served individually during snack, and buffet-style is not allowed at this time. The Center will be using disposable serve ware, cutlery, and cups.

**LUNCH**

Lunch is a special part of the day where teachers and children get to relax, enjoy a meal together and chat about things.

When packing your child's lunch, please keep in mind that what you provide for them is fuel for their bodies to get them through the day. Food is an essential element in your child's success in our program.

It is important to provide a well-balanced lunch consisting of grains, fresh fruits, fresh or vegetables, a protein, and a dairy. Please limit the amount of sugar in your child's lunch, candy and gum are not permitted.

**OTHER CONSIDERATIONS**

**Ticks:** As we see an increase in the number of tick bites in the region, it is likely that some of our child's or staff will encounter a tick at some point. These ticks have the potential to carry Lyme disease, which can cause various levels of illness, so being attentive to them is important.

We will be encouraging children to check themselves frequently to make sure they don't see ticks crawling on themselves and to help keep an eye out for one another as well, while they are in program.

Staff will be carrying tick pullers should a tick embed, parents will be notified if this occurs. **It is important that parents check closely for ticks each day after program** in case any are missed. If a tick is found, it should be removed within 24 hours, which greatly decreases the chance of Lyme transmission.

To remove a tick, a tick puller or fine-tipped tweezers are used to grasp the tick by the head as close as possible to the attachment point to the skin and gently pull the tick off. The area should then be washed well with soap and water or alcohol. For more information on ticks and Lyme disease, please visit the CDC website: <https://www.cdc.gov/lyme/index.html>

Keeping clothing buttoned, tucking pant legs in socks, and keeping shirt tails tucked in can help keep ticks from getting on the body. As an extra preventative measure, we will also be making a natural and safe repellent using oils derived from plants that research has shown to be effective against ticks as well as safe for children and use on the skin.

**Wasps/Bees:** As in most outdoor settings, there is the potential to encounter wasps and/or bees. If your child is known to be allergic to wasp or bee stings, please make sure that they carry an EpiPen with them each day that can be given to their instructor for safe keeping. **Additional forms will need to be completed, see SPECIAL HEALTH CARE NEEDS on page 10-11.**

### **TUITION POLICY**

Tuition for Week's 1-4 is due June 26<sup>th</sup>, tuition for the Weeks 5-9 is due July 24. Because the summer session is only 9 weeks, all payments must be made on-time for your child to attend.

If there is a special circumstance and payments cannot be made according to the pay schedule, please call the Executive Director and together, we can come up with an alternative plan.

Please note the following:

- ❖ Invoices will be emailed to you a week prior to the due date.
- ❖ Payments must be made in full prior to child starting.
- ❖ You are responsible to pay for sessions for which your child is enrolled whether they are used in whole, in part, or not at all for reasons of illness, vacations, etc.
- ❖ Receipt of payments can be found on the Procure<sup>®</sup> Parent Portal.
- ❖ A child may not start a new session (September or July) if the parent owes back tuition. In this case, the parent will be informed by letter.
- ❖ For your tax purposes, the Center tax ID is #16-1019364.
- ❖ A fee of \$25 will be added to any checks returned to us by the bank.

### **WITHDRAWAL/CHANGE OF ENROLLMENT POLICY**

During a pandemic, the Center will be flexible with your decision on whether to send your child to our program. There is no penalty this year to withdraw your child.

### **ENROLLMENT REQUIREMENTS**

Our school age program serves children enrolled in Kindergarten through 6<sup>th</sup> grade.

Additional paperwork was sent earlier in a google form document. Your child cannot start until the paperwork is completed.

\*If your child has special needs that the staff should be aware of, please consult with the Executive Director.

### **SPECIAL HEALTH CARE NEEDS**

If your child has special health care needs, such as but not limited to, food allergies that require an epi-pen, asthma, or seizures, we are required to sit down with you and write an ***Individual Health Care Plan*** for your child prior to him/her starting.

Any medications, over-the-counter or prescribed, will need to be accompanied by the ***Written Medication Consent Form***. This form can be found on our website or obtained in our office. Each medication will need its own form.

Staff are not permitted to accept any medication without the ***Written Medication Consent Form***. All medications must be in their original container. If the medication is a prescription medication it must have the original prescription label. Please make sure that you, your child's pediatrician, and the Executive Director have completed all parts of the ***Written Medication Consent Form***.

***\*Please note, we do not have access to the school nurse or her records.***

### **ABSENCE AND ILLNESS**

Please email, call or text the SACC Coordinator, [aworden@clintonelc.com](mailto:aworden@clintonelc.com) or 315-982-3002 by 8:45am, if they are not going to be at program for any reason.

Part of maintaining our NYS OCFS SACC Child Care License is having an approved ***Health Care Plan*** with our ***Health Care Consultant***. Our Health Care Plan states that we are a **well-child program**. If your child exhibits any of the following symptoms while in our care, we will be calling you to pick your child up from the program:

### **Key criteria for exclusion for children who are ill:**

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children; ▲
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash; ▲
- Fever: Temperature of 100.0 F or above, regardless of where it is taken. **If the Center has reasonable cause to suspect your child has been given fever-reducing medications before the start of the school day, your child's enrollment will be terminated.**

### **Diarrhea**

- Stool frequency exceeds two or more stools above normal for the child. ▲
- Blood or mucous in the stools not explained by dietary change, medication, or hard stools. ▲
- A confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child's health care provider to return to the program.

### **Other**

- Vomiting more than two times in the previous 24 hours unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated. ▲
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness. ▲
- Mouth sores with drooling unless the child's health care provider states that the child is not infectious. ▲

- Active tuberculosis until the child’s primary care provider or local health department states the child is on appropriate treatment and can return. ⤴
- Streptococcal pharyngitis (*strep throat or other streptococcal infection*) until 24 hours after treatment has started. ⤴
- Head lice until after the first treatment. ⤴
- Scabies until treatment has been given. ⤴
- Chickenpox (varicella) until all lesions have dried or crusted (*usually six days after onset of rash*). ⤴
- Rubella until six days after the rash appears. ⤴
- Pertussis until five days of appropriate antibiotic treatment. ⤴
- Mumps until five days after onset of parotid gland swelling. ⤴
- Measles until four days after onset of rash. ⤴
- Hepatitis A virus infection until the child is approved by the health care provider to return to the program. ⤴
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak. ⤴
- Impetigo until treatment has been started. ⤴

⤴ *Adapted from Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition.*

If your child has or recently had a communicable disease or illness, please notify the office. We will notify other families that their child may have been exposed to an illness/infectious disease via a letter, letting them know the symptoms to look for. Please note that we keep strict confidentiality of the families and children in our care.

### **COVID-19 virus:**

- If any of these symptoms are observed: cough, shortness of breath or difficulty breathing, fever of 100.0°F or higher, chills, muscle pain, sore throat, and/or new loss of taste or smell, nausea, vomiting, and/or diarrhea
- The child must submit evidence of a negative COVID19 test before returning or documentation determining testing is not necessary, and the child is not contagious.
- If symptomatic child tests positive, they may return to care after at least three days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications; AND Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND It has been ten days have passed since symptoms first appeared.
- If retesting is completed: the child must receive two consecutive negative results within 24 hours.
- If asymptomatic child tests positive, they may return to care after ten days have passed since the date of positive results AND has no subsequent illness; if retesting is completed: the child must receive two consecutive negative results within 24 hours.

Please remember that the health and safety of children is more important than an inconvenience to parents. A child who is sick upon arrival at the Center will be sent home, as will a child who becomes ill at the Center. Parents who work should arrange other care for a sick child, and please do not bring them to the Center.

These policies are not meant to be an inconvenience to children or working parents. These policies are in place to keep the children and staff in our programs safe and healthy. The Center reserves the right to send a child home for any signs/symptoms of illness that could have a detrimental effect on other children or staff.



In the case of a long-term illness of three weeks or more, a 50% refund can be authorized with receipt of proper medical documentation.

***Minor Accident Reports:*** In the event of any minor accident that requires minimal treatment (bandage, ice pack, etc.); the teacher attending to the child will complete the NYS OCFS Incident Report for Child Day Care. Parents will be asked to sign the form; a copy will be given to you and the original will be kept in the child's file.

### **EMERGENCY TRANSPORTATION & CONTACTS**

It is necessary for the Center to have the Additional Permissions form completed, specifying your hospital of choice and authorizing emergency medical treatment for your child. In addition, we need at least **1 EMERGENCY CONTACT** listed on the registration form. Emergency contacts must have a phone number(s) listed if we are unable to get in touch with parents first.

### **HAND WASHING**

Hand washing plays a vital role in keeping our children and families healthy. Per NYS regulations, children and adults are to wash their hands anytime they enter the cafeteria, when they are dirty, after toileting, before and after coming in from outdoors, before and after eating, and after handling pets. Please practice and educate your child on adequate handwashing hygiene. Proper handwashing is twenty seconds.

## **CONFIDENTIALITY**

All staff are required to sign a Confidentiality Agreement. Confidentiality is required by law and NYS OCFS regulations. Please read our guiding principles regarding confidentiality.

- ❖ We recognize that we are in a unique position to know a great deal of information about the children we care for and their families—through forms and documents, conversations, observations and disclosures.
- ❖ We believe that this information belongs to families and is not ours to share with others except as required by law, regulations or program requirements.
- ❖ We accept that keeping such information confidential is crucial to building trust with families.
- ❖ For these reasons, we do not pass on information about families nor participate in gossip about them; this applies both in and outside of the program.
- ❖ We recognize that others may ask, tempt or pressure us to reveal or share information about families. We actively resist these attempts whether they come from staff, other parents, or people in the community.
- ❖ We understand that sometimes inside the Center, such information should be discussed only when it will benefit the care, we offer the children and the parent.

In addition to our guiding principles, we will refrain from sharing information about other staff members and ask that families keep our guiding principles regarding confidentiality. Please don't put the CELC staff in an uncomfortable situation by asking them questions about other children, families or staff members. If staff are not abiding to the confidentiality policy it may lead to disciplinary action, including but not limited to termination. If parents are not abiding by our confidentiality policy, they may be asked to leave the program.

## **BABYSITTING POLICY**

Arrangements for care in a child's home beyond the hours of employment is between the parent and individual staff member. The program will not exchange any information or accept any responsibility or liability for any activity or compensation between parties.

Staff will be bound to our confidentiality policies always, meaning they will not be at liberty to discuss center related information with families.

## **DISCIPLINE POLICY**

### **Community Agreements (The 3 Respects)**

The Community Agreements are our basic behavior expectations. We want to ensure that all our children have a fun and rewarding experience, and these guidelines help to create a safe, supportive, and fun environment for our children and instructors alike.

#### **1. Respect each other and each other's property**

- Be kind, in word and action.
- Keep your hands to yourself (unless part of an activity), keep respectful space between you and other children as well as their property.
- Name calling and swearing are not acceptable.
- Enjoy each other and the experience!

#### **2. Respect yourself**

- Stay with your group and listen to your instructors.
- Do not engage in activities that could injure yourself or others.
- Ask for what you need — be clear what that is and then let an instructor or fellow child know how they can help.
- Enjoy yourself and the experience!

#### **3. Respect nature**

- Take care of the land and our resources.

- Leave an area in as good or better condition than you found it.
- Enjoy the earth and the experience!

### **Consequences for Breaking Community Agreements**

- 1st chance: Child will receive a reminder.
- 2nd chance: Child's parent will be contacted.
- 3rd chance: Child's parent will be contacted, and child will be asked to leave early from the program. A contract to support the child will be created and agreed to by all.
- 4th chance: Parent, child, instructor, SACC Coordinator and the Executive Director will have a meeting, and child may be asked to leave the program for the remainder of that week's session. Refunds will not be given because of behavior resulting in a child not being allowed to return.

Our guiding principles on discipline are:

- ❖ Children should be presented with positive models of acceptable behavior. Program staff actions and interactions set the tone through behavior, body language and voice levels. Our program staff is expected to demonstrate appropriate behavior through voice levels and appropriate expression of their feelings.
- ❖ Constructive solutions are the techniques used by the program staff. Our staff is instructed to build on the positive attention and encouragement when positive interactions are taking place.

Consequences for breaking Community Agreements shall be handled by the program staff who will:

- ❖ Respect and protect the rights of the child.
- ❖ Restore order without the loss of the child's self-esteem.
- ❖ Help the child to understand the problem and problem solve a solution that works for everyone.

## **TERMINATION OF ENROLLMENT**

The CELC does not tolerate physical or verbal harm to any child or program staff member in the program.

The CELC School Age Summer Program reserves the right to suspend or terminate the enrollment of any child for behavior that harms the other children in the program or the staff.

## **Child Abuse Reporting and Procedures**

### **What Is Child Abuse and Maltreatment?**

Child abuse and maltreatment is when a parent or other person legally responsible for a child's care causes harm or creates a risk of harm to a child. The child must be under the age of 18. Child abuse involves serious physical harm or sexual abuse.

Maltreatment (neglect) involves physical, mental or emotional harm.

### **More Information on Child Abuse and Maltreatment**

Physical abuse is when a parent/caretaker hurts or lets someone else hurt a child physically or creates a substantial risk that a child will be hurt. There must be a serious injury or a risk of serious injury such as a severe burn, a broken bone, the loss of a body part, an internal injury or death. The injury or risk of injury must not be due to an accident.

Sexual abuse is when a parent or caretaker commits a sexual offense against a child or allows someone else to do this. Sexual abuse includes both touching and non-touching sexual offenses. Examples of touching offenses include: fondling, intercourse, and sodomy (oral or anal sex acts). Examples of non-touching offenses include: using a child in a pornographic or sexually explicit video or picture, distributing such a video or picture, or using a child as a prostitute.

Maltreatment (neglect) is when a parent or caretaker does not provide for a child's basic needs, where the parent or caretaker has the means or is offered a reasonable way to do so. It also includes

a parent or caretaker failing to properly supervise a child or hitting a child too hard. Examples of maltreatment may include: not getting, or waiting too long to get, health care for a child; not giving a child adequate food, shelter, or clothing; not properly looking after a child; beating a child; or not sending a child to school when the child is able to attend school. The parent or caretaker's actions must cause physical, mental or emotional harm, or a risk that the child will soon be harmed.

### **What Are Some Signs of Child Abuse or Maltreatment?**

You may see signs of child abuse or maltreatment in the way a child looks or in the way a child acts. Physical signs can include: a child whose hair, clothing or body is often very dirty; a child whose clothing is too hot or too cold for the season; a child who is not being watched properly; a child who is ill or hurt but is not seeing a doctor; or a child with bruises, burns, cuts, vaginal or rectal bleeding, or with soreness or itching in the genital area.

Behavioral signs can include: a child who is afraid to go home; a child who does not think well of them- or herself, avoids people, or is very sad; a child who misuses drugs or alcohol, has an eating disorder or hurts them- or herself; a child whose mood or behavior changes a lot without a reason; a child who acts in a sexual manner that is unusual for the child's age; or a child who often misses school without a good reason.

### **Whom Do I Call If I Think a Child May Be Abused or Maltreated?**

If a child is in immediate danger, call 911 or your local police department. If you suspect a child is being abused or maltreated in New York State, call the Statewide Central Register of Child Abuse and Maltreatment at 1-800-342-3720. This Child Abuse Hotline is open 24 hours a day, every day of the year. You do not need proof of child abuse or maltreatment to make a report; you only need to think that it has happened or that a child is at risk of being abused or maltreated. Your call to the Child Abuse Hotline is confidential. This means that only certain persons may learn about the information you report. The family you reported will not be told you made the report unless you say it is okay for them to know.

### **What Happens When I Call the Child Abuse Hotline?**

A hotline employee will answer your call and ask you for information about why you called. Based on the information you provide, the hotline employee will decide whether to take a report of child abuse or maltreatment. It is helpful if you can give information about who the child is and where he or she can be found; the person who you think abused or maltreated the child; and the child's parent, guardian or other person legally responsible for the child.

If a report is not taken, the hotline employee will tell you why it could not be taken. If you disagree, you can ask to speak with a supervisor. If a report is taken, it will be sent right away to the local Child Protective Service (CPS), which is part of the county Department of Social Services. In New York City, the report will be sent to the Administration for Children's Services.

A local CPS caseworker will start an investigation within 24 hours. The CPS caseworker must work with the family on any issues that make the child unsafe. If the family does not want to make the changes needed for a child to be safe, CPS may go to court to ask a judge to require the family to make the changes or to remove the child from the home.

However, in most cases, CPS can work with the family to protect the child in his or her home. This is done by planning with the child's parent or caretaker to change any unsafe actions, or to get services so that the child will be safe.

The CELC provides quality care to young children, ensuring their health and safety by protecting them from abuse and neglect both in their homes and in our care. When there is a reasonable cause to suspect that a child has been abused or maltreated while in attendance, the following procedure shall be followed:

1. Report of suspicion must be made to the Executive Director.

2. If the abuse is suspected to be from a staff member, the Executive Director will immediately remove the reported staff member from any contact with children.
3. The person who suspects child abuse is responsible for an immediate report to the Child Abuse and Maltreatment Reporting Hotline, 1-800- 342-3720.
4. The Executive Director will call NYS OCFS, 315-423-1202.
5. A written report must be filled out within 48 Hours of the oral report.
6. Notification of incident and procedures followed are to be made to the President of the Board of Directors.
7. The Executive Director must take steps to preserve potential evidence of abuse and/or maltreatment.
8. In accordance with the Mandated Reporter and Child Abuse Reporting Procedures the Executive Director will determine the appropriate actions regarding the suspected staff member during the investigatory process which may include any or all the following:
  - a. Removal from the classroom
  - b. Temporary leave of absence with pay pending outcome of investigation
  - c. Probation
  - d. Ongoing observation/supervision by Executive Director or delegated other staff
  - e. In case of verifiable child abuse by a staff member of the CELC, immediate dismissal with loss of any accrued benefits will be imposed.
9. The Executive Director must notify the parent(s) of child(ren) named in the report that a report has been made and of any measures taken to ensure the child(ren)'s safety/welfare in the center.
10. All actions taken must be done to cause as little disruption as possible to the daily routine of the children in the center.



**CONCLUSION**

We are very excited to have your child(ren) with us this summer. As always, if you have any questions, please don't hesitate to contact us at any time. We are looking forward to an amazing summer!

**PARENT ACKNOWLEDGMENT**

I understand and have read all the policies of the Clinton Early Learning Center's School Age Summer Program Parent Handbook. I know that changes to this handbook can be made anytime, and I will be notified by email of any changes. All changes will require my signature.