

CHILDREN'S DAY SCHOOL PARENT HANDBOOK

June 2023



Children's Day School, Inc.

We Give Roots; We Give Wings!

Riverside Campus – 8 Riverside Avenue, Riverside, CT 06878
Glenville Campus – 449 Pemberwick Road, Glenville, CT 06831

CHILDREN'S DAY SCHOOL PARENT HANDBOOK
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- Authorization for Administration of Medication by School Personnel
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SECTION 1

MISSION STATEMENT:

To allow every child access to a caring and supportive educational environment where they are empowered to thrive in an enriching play-based environment.

SCHOOL PHILOSOPHY:

At the heart of our philosophy is our view of each child as competent, powerful and eager to learn. We believe that children learn best when they are actively involved in play and engaged in activities of interest to them. We introduce learning skills in the context of those interests so that each child's early school experience becomes a happy, exhilarating adventure. At Children's Day School the child learns to function effectively and comfortably both independently and in small and large group situations; and grows in confidence, independence and responsibility. Sound social and emotional development is our primary goal; and encouraging this development is the guiding force in all we do.

Children's Day School curriculum reflects current knowledge and facilitates teachers' work to promote growth and development in the social-emotional, physical, cognitive, and creative domains through a framework of broad developmental goals defined by the State of Connecticut Early Learning and Development Standards (CT ELDS)

Families will feel supported and nurtured in their child rearing efforts through the opportunities available for children, parents and teachers to share with each other through parent/teacher conferences, Procure emails, workshops, information posted in each classroom, and other methods, as appropriate.

There is a strong emphasis on environmental awareness and caring for our community in ways appropriate to early childhood. Creative expression is encouraged and sparked in all forms of art media, music, dance, dramatics, and literature. Free and active play is an important part of each child's school day. Our program provides a safe environment where children have opportunities to be successful every day.

Children's Day School values the culture and diversity of our staff and families. As an educational program, we are inclusive of family cultures to allow our children to feel included, to boost their cultural awareness, and to give them a sense of belonging. We support the children's diverse learning experiences to enable them to understand themselves and the world around them. We encourage our students to engage in the world with curiosity and kindness and to learn the value of other enriching cultures around them. At Children's Day School, we value strong relationships, mutual trust and effective, open and honest communication. We are a licensed childcare center and adhere to all the regulations from the State of Connecticut Office of Early Childhood. We strive for nothing less than the highest standards in early childhood care and we look forward to welcoming your child into this caring community!

OVERVIEW OF SCHOOL ORGANIZATION

Executive Director:

Linda McGee

Assistant Director:

Kathy Calabrese

HR Manager

April Bellacero

Business Manager:

Sal Bottone

Site Managers/Enrollment Coordinators:

Sue Carriero – Glenville

Gerri Degnan – Riverside

Site Manager:

Jennifer Purdy - Riverside

Curriculum Coordinator:

Cassandra Furer

School Nurse:

Terese Carey, RN

Educational Consultant:

Kathleen Coppola, M. ED.

Adjunct Nurse Consultant – COVID Communications

Theresa McIntosh, RN

Social Work Consultant:

Monica Bruning, LCSW

Dental Consultant:

Linda Conti, RDH

PROGRAM CURRICULUM

CDS follows Connecticut's Early Learning and Development Standards (CT ELDS). The CT ELDS are statements of what children from birth to age five should know and be able to do across the earliest years of development. The CT ELDS were developed through the work of the Connecticut Early Childhood Education Cabinet and its Learning Standards Workgroup.

Please visit the website for an overview of these program goals and standards:

www.ct.gov/OEC/site/default.asp

PROGRAM GOALS

- To provide a safe, nurturing environment that reflects the lives of our children and families, in which children have many opportunities to explore, experiment, and discover according to their interests and needs.
- To build a supportive, nurturing partnership with families through on-going, two-way communication, throughout the school year.
- To provide appropriate assessment of children's progress and work to support children's learning and to share with families.
- To assure that diversity is reflected in all areas of our curriculum.
- To assure that each child has the opportunity to develop physically, socially/emotionally, cognitively and creatively.
- To promote self-reliance and build self-esteem including but not necessarily limited to; self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials.

Social/Emotional – Each child will have opportunities to:

- Develop positive attitudes toward school, teachers, and peers.
- Make a successful transition from home to school.
- Develop social skills needed to be part of a group and/or function independently.
- Accept, respect, and appreciate differences in people, families, and cultures.
- Develop a sense of responsibility to oneself and others.

Physical – Each child will have opportunities to:

- Develop age appropriate fine and large motor skills; indoor and outdoor play.
- Develop positive health and safety skills, including but not limited to; rest, toileting and self-help skills.
- Practice basic hygiene.

Creative – Each child will have the opportunity to:

- Gain confidence and pleasure in self-expression through art, music, movement, dance, drama, stories, construction, sensory discrimination; including those reflecting cultural diversity.

- Represent thoughts, experiences, and fantasies in pretend play, and in constructive use of materials, including those reflecting cultural diversity.
- Show appreciation for the art of peers and adults.

Cognitive – Each child will have the opportunity to:

- Develop a love of learning and sense of self as a learner.
- Develop language skills and to communicate effectively.
- Develop curiosity about the world.
- Develop environmental awareness and caring for the community in appropriate ways for young children.
- Develop a close relationship with and understanding of animals and plants.
- Develop observation and investigation and problem solving skills.
- Develop cultural thinking.

Language/Literacy – Each child will have the opportunity to:

- Develop appreciation for stories, poems, songs rhymes, illustrations, color and design.
- Develop language skills and to communicate effectively.
- Develop an awareness of the connection between the spoken word, objects and print.
- As children gain competence in their home language, additional support is available to children for whom English is a second language.

SECTION 2 – PROGRAM PROCEDURES AND POLICIES

The following policies and procedures have been instituted to support our mission and program goals. Our policies, procedures and developmentally appropriate standards are based on: The State of Connecticut Licensing Regulations, Town of Greenwich Health and Environmental Services and the Connecticut Early Learning and Development Standards.

Your signature on the Signature Acknowledgement Page is a confirmation that you have read our policies and procedures and will abide by the policies of the school. This page is attached and must be turned in to the office.

REGISTRATION

Enrollment begins in January with re-enrollment of current students and siblings, followed by acceptance of children on the waiting list on a rolling admissions basis until classes are filled. Appointments for parent visits for new students are on-going during the school year, until spaces are filled.

REQUIRED FORMS

You will receive a packet of forms to be completed and returned to the office by CDS prior to the child's first day of school.

CT State Regulations require:

- A State of CT Early Childhood Health Assessment Record form must be fully completed prior to your child's first day attending school, including medication care plans.
- A current health assessment must have taken place within the 12 months prior to enrollment. Prior to its expiration, an annual physical should be scheduled so that your child has uninterrupted coverage. **It is the parent's responsibility to ensure that your child's health form/medication care plan is current at all times.** In the event an appointment cannot be scheduled or must be cancelled, the CT Department of Health will accept an appointment card from the pediatrician's office scheduling an appointment within **30 days** of the expiration date of the previous form. This card must be on file at the school office.
- Current forms must be on file in the office **prior to the first day of school.**
- Forms must be up-dated as new information becomes available including information on: allergies, special dietary needs, dental problems, hearing or visual impairments, or a history of contagious disease
- **Emergency medications (such as an Epi-Pen Jr. or a special, medically based restriction); We are required to have both the medication and the doctor's prescribed care plan at school at all times.**
- The school nurse will send reminders when new records are needed.

The content of the child's files is kept confidential and only available to teachers, consultants, and administrators who have written permission for access to records and have an obligation of confidentiality; parents or legal guardians; and regulatory authorities, on request.

SCHOLARSHIPS

Scholarships are available and may be requested through the application policy which begins in the spring and is finalized in July each year for the next program year. Please contact our business manager (SBottone@childrensdayschool.net) for more information.

WITHDRAWAL

Any change, withdrawal or termination, as the result of an extenuating circumstance (e.g. relocation, documented medical issue/illness, or loss of employment) will be considered by CDS in its sole discretion after consultation between the School administrators and the parent(s).

ACCESS TO PROGRAMS POLICY

Parents and legal guardians are welcome to visit any area of the program that serves children at any time while the program is in session. We encourage families to share any questions or concerns with their child's teachers or any member of the administration team.

OPPORTUNITIES FOR FAMILY CONNECTION

All family members are welcome and encouraged to volunteer and be part of the CDS program. The classroom teachers will extend invitations, conditions permitting, throughout the year and at any time, a parent may offer to participate. Please make arrangements with the classroom teachers.

- Parents may be called on to participate in a variety of functions/activities/teacher appreciation, etc. Participation is voluntary, but always welcome and appreciated. Please let the classroom teachers know if you are interested in sharing a talent/skill/cultural experience with the children.

START OF THE NEW SCHOOL YEAR

An orientation meeting is facilitated by CDS Administration Team for parents that are new to the program and current parents who wish to attend. Attendance is highly recommended for new parents so they may become comfortable with the program and the program protocols.

A classroom open house is held before the start of the new program year so the children and parents can visit their new classroom together. This helps to secure a smooth transition for each child to his/her new classroom.

HOURS OF OPERATION Arrival: **Between 7:30 - 9:00 A.M.** Dismissal: **By 6:00 P.M.**

Your child's arrival time is between 7:30 and 9:00 AM. However, we ask you to decide what your ongoing daily schedule will be so that we may plan for staffing needs. You will be asked to record this schedule on your registration documents. This helps for planning purposes and reduces the amount of disruption to the morning routine.

The door will open to families at 7:30. Teachers will arrive earlier but use time before 7:30 to prepare the classroom. CDS closes at 6:00. Plan on arriving in time to talk to the teachers if necessary, collect your child and their belongings and be out the door by 6:00. The staff should be able to exit the school at 6:00. We understand that there may be emergency situations. If so, please call to let us know.

HOME TO SCHOOL TRANSITIONS

For children experiencing their first school experience, CDS staff uses many strategies to assure a smooth transition between home and school, including the following:

- Parent orientation meeting, informal visits to school and open house.
- Family history form.
- Daily conversations between teachers and parents/conferences when requested.
- A shortened day, if possible, while the child adjusts to the new environment.
- Visits to the classroom accompanied by the parent(s) before the first day.

Our goal is a happy, successful transition into the classroom routine. The CDS teachers will communicate with parents to learn about their child, their family, culture and child-rearing practices. This information allows the teachers to build strategies at the beginning of each school year to help individualize the program for each child.

PARENT TO TEACHER TRANSITIONS

When dropping off your child, please keep in mind the more secure you feel, the more confident your child may be. If you are having trouble separating, your child will always pick up on this. One way you can help is by developing a trustful relationship with the teachers.

STRATEGIES FOR DROP OFF

- Greet the teacher and get your child's "gear" settled.
- Help your child engage with a teacher and then say goodbyes.
- Always tell your child goodbye to let them know that you are leaving and reassure them that you will come back. Try developing a parting ritual that your child can rely on daily.
- Your child may need help with separating from you. Rely on the teacher to acclimate the child.
- You may call at any time to speak to your child's teacher to see how they are doing.
- If a child continues to be upset throughout the morning, we will let you know. We would then work together on a plan that will help the child's transition and ease their discomfort.

ARRIVAL/DROP-OFF

- Parent/Guardian must escort their children by the hand into the school to the classroom.
- Please assist children in washing their hands upon arrival.
- If the child is toilet trained, please make it part of your morning routine to visit the bathroom before the child joins the classroom, followed by handwashing.
- You will receive a copy of the classroom schedule. Please be aware of classroom protocol.
- Arrival window is **between 7:30 – 9:00 am** to reduce the amount of disruption to the morning routine.
- Your child deserves the opportunity to be properly welcomed each day; at this time, the teacher is available to do so.
- Please feed your child a nutritious breakfast before arrival. Please be mindful that the morning snack, which is mid-morning, would be the first opportunity for your child to eat.

DISMISSAL/PICK-UP

- Please plan your pick-up time to be in accordance with the 6:00 closing time. All children/families should be out of the building by 6:00.
- Children will be picked up from the playground, playroom, or their classroom, depending on time of pick-up and weather conditions.
- Please note: If you cannot gain access to the school building with use of your security card or pin number, you are deemed late and will be charged a late fee.
- Children not picked up by 6:00 will be brought to the office or the front lobby and a **late fee of \$30 (for each child) will be charged for every 15 minutes that your child is at the school after the 6:00 closing**. This charge will be billed to your monthly statement unless your detainment is deemed an emergency. Two staff members (18 years of age or older) are required to remain on site until the last child/children are picked up.
- If you have not come for your child, we have not heard from you and cannot locate you, using the contact information on file, we will call the persons authorized to transport your child. If there is no response by 6:30 pm, we reserve the right to contact the police. Please be sure to list **local emergency contacts** for your child.
- Dismissal changes are not accepted by e-mail. Pick-up permission forms are available in the lobby. Please submit them to the office. A photo ID will be required for identification purposes. If written permission is not possible during an emergency situation or sudden change, you must call the office.
- For children of parents who reside at separate addresses, CDS presumes that the parents or guardians share joint legal custody as well as physical custody of the child. We will not prohibit a parent or guardian of a child from picking up the child from CDS. Law requires CDS, however, to honor all orders issued by the court affecting custody. A copy of the order must be in the child's file.
- Please note: Any person transporting your child must have the proper car seat required by law for safe child transport. The school cannot be responsible for supplying car seats. Children will not be released without one.
- Please explain these procedures to any adult who transports your child to or from CDS programs.
- **Staff Professional Development may sometimes result in an early dismissal.** Please refer to Monthly calendars that are posted in lobby as well as emailed to determine days there will be early dismissals.

SIGN-IN/SIGN-OUT

The person who drops off and the person who picks up a child must sign the in/out forms in the classroom or use the Procure app. This is a State of CT. required procedure.

PARENT/STAFF COMMUNICATION

We work to build reciprocal relationships with families that include mutual respect, cooperation, shared responsibility and working through differences to achieve shared goals. We maintain frequent positive two-way communications in many ways. Teachers will communicate with parents and caregivers in informal conversations, telephone calls, e-mails and through the Procure app. Teachers will keep parents informed of class routines, expectations and developmental milestones.

Parents are welcome to share developments and/or concerns, however, conversations at drop-off and pick-up should be minimal; the teachers must be accessible to all of the children in their care at these times. Any concerns or issues should be handled at a time when the child or others are not present. You may schedule a

time or a phone conference with the teacher when this is necessary. The classroom teachers will schedule parent-teacher conferences twice a year. Other parent-teacher conferences may be arranged at any time throughout the year, if warranted; we encourage both parents to attend. Parents may make an appointment to discuss issues with school administrators. Please call the office to schedule appointments. CDS is always willing to support families in making decisions affecting their child.

PLAN FOR SUPERVISION

The following required staff ratios and group size are maintained in the CDS classrooms and on the playground:

- Infants & toddlers require a 1/4 staff/child ratio, group size no larger than 8.
- Preschoolers (2.9 year old) require a 1/10 staff/child ratio, group size no larger than 20, depending on the size of the classroom.

Children are carefully watched while at play or during an activity within the building (including bathroom use), on the playground and on field trips.

1. When a child uses the bathroom, adequate staff will always be present.
2. Staff will supervise all children leaving the program or arriving to the program (when on a field trip) by bus at all times.
3. 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. At no time shall a group of children be left unattended.

PLAYGROUND SUPERVISION AND MAINTENANCE

Safety and intentional supervision is a priority while children are on the playgrounds. The following safety precautions are maintained at all times:

- Teachers precede children onto the playgrounds.
- Walkie-talkies are available and offer access to the office.
- Teachers post themselves to monitor all areas of the playground while maintaining proper ratios.
- When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves.
- The playground equipment is anchored in underground cement footings according to OSHA standards and is arranged to provide a minimum of five feet for “fall and roll” space surrounding each apparatus or activity.
- Teachers assure that the areas are kept free of debris and hazards.
- Playgrounds are inspected annually by a licensed playground safety inspector.

SECURITY FOR CHILDREN

Keeping all students safe at CDS is a top priority. Before your child enters Children’s Day School we will ask that you complete an authorization form that: (1) permits the staff to act in emergencies, (2) states the names of persons you authorize to take your child from the school in your absence.

A child may be released to someone other than the parent/guardian if a pick up permission form is filed with the office. A photo ID will be required. A parent/guardian may phone the office with a needed change. (Pick-up Permission Forms are available in the lobby)

FIELD TRIP POLICY

Some classes include field trips to community areas of interest as part of their curriculum; the particular number and locale of field trips are left to the teachers' discretion, with approval from the administration. For each field trip, parents will receive a permission slip to sign concerning their child's participation. This release must be signed and returned in order for your child to attend the field trip.

PARKING/TRAFFIC FLOW

- Please drive slowly.
- Children must **never** be left alone in the car.
- Please escort your child to and from the car.
- No child should be unattended in the parking lot.
- Never leave an unattended car running.
- Park in designated spots only.
- Depart as soon as possible so that other cars may find parking.
- If you are staying at school for a meeting, etc., make sure your car is parked appropriately. (Not in a drop-off spot) Limit your time in a drop-off/pick-up spot to 10 minutes. (Riverside)

CLOTHING

Children may get messy at school. Please send your child to school in everyday, washable, comfortable clothing that allows your child to be independent; i.e. elasticized waistbands, Velcro shoes/boots. Learning to dress independently is an important part of mastering self-care skills.

- Please send an extra set of clothing. The clothing should correspond to the season and be replaced as necessary. These will be used in case of an accident of any kind.
- **ALL CLOTHING SHOULD BE LABELED WITH CHILD'S NAME.**
- **PLEASE DRESS YOUR CHILD FOR THE WEATHER. WE TAKE THEM OUTDOORS ON A DAILY BASIS.** Mittens, hat, snow pants and boots are necessary during the winter months.
- If your child does not have the appropriate clothing for the day, you will be called to bring the appropriate items to school.

TOYS FROM HOME

Bringing toys from home can cause many problems in the classroom including; sharing issues, lost and broken items, as well as, the teachers being held responsible for keeping track of and the care of these items.

Toys from home should stay at home, or in your car. A soft toy for nap-time cuddling is acceptable **for ages 1-5**. The teachers will let you know if and when they will allow toys or special items in for "Show and Share". Thank you for your cooperation with this issue.

BIRTHDAY PARTIES

- CDS does not host birthday parties.
- We are happy to honor the child's special day with a snack/treat.
- All food that comes from home for sharing among the children must be approved by the classroom teachers. We must be mindful of food allergies. Keep in mind that CDS is a **NUT-FREE ENVIRONMENT.** Please carefully check ingredients on packaging.

- In the past, feelings have been hurt when one or two children have been excluded from a birthday party. Please keep party arrangements separate from school. Invitations, presents, etc. MAY NOT be distributed at school. It is our policy to limit the discussion of birthday parties at school and ask parents to please be sensitive to the feelings of all children when planning parties.
- Parents will be asked if they want to share their emails with the parents in the classroom. This is optional.

HOLIDAY TRADITIONS

CDS understands the value of recognizing the diversity and cultures of our students and their families. Parents are welcome to come in and share traditions and cultures that are meaningful to promote cultural awareness, diversity and understanding on how holidays are celebrated in their homes.

Teachers are encouraged to promote dialogue as students discuss family traditions as a way to build language, incorporate family cultural traditions in the classroom and to make celebrating fun, exciting, and culturally valuable for all students in our diverse population.

TEACHER GIFT POLICY

It has been a tradition that the parent committee organizes many teacher appreciation opportunities throughout the year. You will be informed when the time comes. Other than that, gift giving is left to the discretion of each family. We strongly encourage involving children in age-appropriate ways to express appreciation (e.g. make a card or drawing for their teachers).

OBSERVATION AND SCREENING

Observation and documentation of the children will take place throughout the year. Informal methods will include:

- Individualization is noted on teacher Learning Experience Plans.

Two times during the school year, teachers will conduct a screening assessment as follows;

- Entry checklist after the first month of school.
- Two parent/teacher conferences (fall/spring).
- Final screening by the end of May.
- The program will offer the Ages and Stages Developmental Questionnaire® for each child. This is a developmental screening tool that is designed for parent participation.

Results of screenings will be shared with families;

- In informal conversations.
- During scheduled parent/teacher conferences (offered twice per year).
- Through written reports and checklists if a developmental action plan was designed for a specific child.

If a more formal, individual assessment is deemed necessary by the teacher, the parents will be consulted and must give permission.

If a parent has any concerns regarding their child's development, we are always available for consultation and can help with professional referrals. Children may receive extra services related to developmental delays at CDS while they are at school. It is very helpful that both the teachers and the parents are diligent and consistent when working toward strengthening developmental skills.

Norm referenced and standardized tests are used only to determine eligibility for special services and will not be administered by a CDS staff member. Following discussions with parents, if further screening is necessary, referrals will be discussed.

CONFIDENTIALITY

The school maintains confidentiality regarding personal information, medical records, assessments and consultations with outside sources. Disclosure of children's records beyond family members, program personnel who are working with the child and consultants having an obligation of confidentiality shall require written parental consent. Children's files, reports and assessments, are available only to teachers, administrators, and other consultants on a need to know basis when it is in the best interest of the child. Written parental permission is required.

All staff members are expected to maintain confidentiality and respect for each family's right to privacy. However, if there is reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies as well as individuals who have legal responsibility for intervening in the child's best interest.

SOCIAL MEDIA

We know that CDS families will use social networking/media (Twitter, Facebook, etc.) as a way to connect with each other. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private/personal. Remember that what you post will be viewed and archived permanently online once you hit the "publish" button.

We've created these social networking/media guidelines for you to follow when posting anything related to CDS:

- CDS expects you to use good judgment in all situations.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Always treat others in a respectful, positive and considerate manner.
- Be responsible and ethical.
- Do not distribute any information that might be deemed personal about other CDS students and families.
- Do not post any information that might be deemed personal and or detrimental to the reputation of CDS staff, student and families.
- Be mindful of the other children that may appear in the background of your photograph before posting to social media.

PLAN FOR CONSULTATION

CDS has contracted with the following consultants in order that they may be available to advise and support our program, staff and parents each year. Each will make an annual review of practices in his/her area of expertise, be available by telecommunication for advice, and/or visit the program for consultation, conduct a workshop, or discussion group when appropriate.

Each consultant will be available to annually review pertinent policies and in-service education programs and be available to visit the program as appropriate; be available by telecommunication for advice regarding issues or concerns; and available to conduct workshops for parents and/or staff members, at the direction of the director. These consultants are not staff members but they do have the obligation of confidentiality as stated in their agreements with CDS. Consultants document the activities and observation in a consultant log that is kept on file at the facility for 2 years.

An **educational consultant** is available to the director and staff for advice and support regarding the educational content of the CDS program

A **school nurse** is available to the director and staff for advice regarding the health of the children and the health of the program. The nurse visits each center on a weekly basis and is always available by phone for consultation.

A **Covid nurse consultant** is available to collaborate with the director on safety protocols as well as send out communications directly to the parent community.

A **pediatric dentist consultant** is available to the director and staff for advice regarding dental health of children or a dental health program.

A **social work consultant** is available to the director and staff for advice regarding the emotional needs of the children and staff, and to offer staff support as appropriate.

SCHOOL CLOSINGS /CANCELLATIONS

CDS closures/delays will be at the discretion of the administration team.

For information on closings/delays:

- An email will be sent to the families.
- Call 203-637-1122 (Riverside) or 203-532-1190 (Glennville) to hear our message (after 6:30 a.m.).
- Watch Channel 12 News or check their website for closings.

If it becomes necessary to close school during the school day, we will contact parents.

SECTION 3 – HEALTH AND WELLNESS

BREASTFEEDING

- CDS supports breastfeeding.
- We will accept breast milk in ready-to-feed sanitary containers labeled with the child's name and date. Breast milk will be stored in a refrigerator for no longer than 48 hours (or no longer than 24 hours if the breast milk was previously frozen).
- When needed, a comfortable place for breastfeeding will be provided and feedings will be coordinated with the infant's mother.

HANDWASHING POLICIES

We ask that you assist your child in washing their hands when they arrive at school each day. The teachers will facilitate handwashing throughout the day. Handwashing policies for staff and children are posted at all sinks in the lavatories and classrooms.

TOILETING/DIAPER POLICIES

- Parents furnish diapers or pull-ups and wipes for their child.
- State guidelines for safety and proper hygiene are posted and followed by staff when changing diapers/toileting.
- Toilet training is not required to enter the preschool program at age 3. Toilet learning is an individual developmental milestone for each child. We respect each child's developmental level and will work with the child at their level.
- Teachers work with parents to facilitate toilet training when the child shows signs that he/she is ready. The process must be introduced at home at the same time it is initiated at school. The parents and teachers will partner in this effort and it will be a **shared responsibility** in order to help the child achieve success.

SMOKING

No smoking is permitted inside or on the school grounds.

MEALS/ALLERGIES

Child development and brain function go hand in hand with nutritious meals. Please provide your child with meals and snacks that help foster good health. Keep in mind: **CDS is a NUT-FREE** environment. Therefore, we request that you pay special attention to the ingredients mentioned on the packaging. Any items brought from home to celebrate birthdays **MUST** be brought in **sealed packaging with all ingredients listed**. We will no longer accept items from Dunkin Donuts, Donut Delight etc. since there is a high risk of cross contamination with eggs, nuts and other potential allergens. This includes homemade items such as cupcakes and muffins. If in doubt, ask one of our Administrators for suggestions and/or guidance.

MEDICATION ADMINISTRATION

All medications and emergency medications (such as an Epi-Pen Jr. or a special, medically based restriction) require that the school have both the medication and the doctor's prescribed care plan at all times. The school nurse will send reminders when new records are required.

ILLNESS AND MEDICATION POLICIES

CDS policies are based upon State of CT regulations and the Greenwich Department of Health guidelines. The following policies are required and failure to adhere will result in a suspension of child care services and or dismissal from the program.

Medications

- CT State Regulations specify that any child who is to receive medication at school must have a **CURRENT** “Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel” form on file, fully completed and signed by both the child’s doctor and the child’s parents, before the child will be permitted to receive any medication from an authorized staff member.
- Emergency medication, i.e., Epi Pen, and medications for recurring medical conditions will require a medical care plan to be filled out by the doctor to accompany the “Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel”. Care plans will also be required for glasses and other prescribed medical equipment.
- Parents are responsible for obtaining, completing and submitting (to the school) the “Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel” and any medical care plans that may be required. Please see a school administrator for the forms.
- Medications and the appropriate paperwork must be submitted via email to Tcarey@childrensdayschool.net to be approved by the nurse before your child may return to school.
- The first dose of any medication, with the exception of emergency medication, must be given at home, allowing 24 hours (after the first dose) to be sure that the child does not suffer from an allergic reaction to the medication.
- Medications must be labeled with the original prescription label citing the child’s name and details; strength of the medication; dosage; instructions on how to administer and store it; and the medication expiration date.
- Medications with completed forms, including required care plans, will be administered by personnel who are trained in the administration of medication.
- Medications must remain at the center and are not able to be passed back and forth between home and school.
- Parents are required to inform administration and classroom teachers **in writing** if a child is on any medication, listing the name of the medication; dosage; and time of administration; prescription or non-prescription, even if the medication is only administered at home.

Sunscreen

CDS is unable to apply sunscreen without a completed permission form. Please apply sunscreen on your child/children before coming to school. Sunscreen with UVB and UVA protection of SPF 15 or higher is strongly recommended for application to exposed skin. Parents must give their children the first application of sunscreen and have observed their child for a period of time no shorter than 4 hours with no visible allergic reaction before sending it for use at school. Sunscreen may then be brought to school with completed permission form. Sunscreen is effective for up to 2 hours. The teachers will reapply sunscreen prior to going

outside as needed. We encourage you to provide sun protection by outfitting your children with hats and sun shirts.

Diaper Creams and Lotions (Non-Prescription)

Any request for use of non-prescription topical diaper cream or ointment must be accompanied by a completed Parent/Guardian Permission form. The diaper cream or ointment must be in its original container labeled with the child's name, name of the product and directions for administration. **The product must be free of any antibiotic, antifungals or steroids.**

Keep your child home when he/she:

- has loose stool &/or vomiting, regardless of cause
- has undiagnosed persistent cough, nasal discharge, or eye drainage
- has a fever for any reason (**fever is defined as a temperature of 100.4°F**), chills or tremors
- has a rash (undiagnosed – not seen by M.D.)
- has a rash and seen by a doctor but not responding to treatment
- has a sore throat (if cultured, until 24 hours after antibiotics)
- has loss of taste, smell or appetite
- has body swelling or muscle and joint pain
- has headache or fatigue
- has redness in fingers or toes
- has red or bloodshot eyes
- has rapid/difficulty breathing or shortness of breath (not stemming from physical activity)
- or if the child is unable to participate in the daily routine, including outside playtime, due to illness/temperament
- has lice, until treatment has begun and all nits have been removed from the child's head

Children who have been treated for illnesses, injury, surgery, have been to the ER or hospitalized **must bring a note to the nurse from the attending physician**. The note must document the diagnosis, indicate any restrictions and include a medical care plan.

After review of the care plan, Children's Day School nurse and administrators will determine if the child can safely be accommodated within the school environment. If the child cannot participate fully in the program due to the restrictions cited in the doctor's care plan, CDS will welcome the child back when the child is fully able to participate in the program.

If your child should become ill at school:

Personnel will contact parent(s)/guardian(s) to inform them of the child's condition so arrangements may be made to pick up the child and, if necessary, call the doctor's office for an appointment. Upon arrival, you will receive a form from the teacher listing the child's symptoms. If CDS personnel inform you that a doctor's visit is required, we will provide a form for the doctor to complete in order for the child to return to the program.

Always inform the administrators and the teachers, in writing, if your contact information has changed, if you are not reachable on a particular day and who will be responsible for your child should an illness occur if you are unavailable.

Your child may return to school when he/she:

- is non-infectious and is able to safely participate in the daily routine
- has a normal temperature for 24 hours after stopping any fever reducing medication
- has been sent home with vomiting/diarrhea and **stayed home the next day** and meets the recovery criteria. (has stopped diarrhea and vomiting for 24 hours without the aid of medication and has resumed their regular diet)
- has had their rash seen by doctor and received a **full diagnosis** and is not contagious; a doctor's note must be brought to school
- has been administered **3 doses of medication** for pink eye and is symptom free
- has been diagnosed and, if prescribed antibiotics, completed a 24-hour dose of antibiotics and is able to participate
- has lesions that are scabbed (i.e. chicken pox /Coxsackie virus)

Notification to School

Please call the school office if your child will be absent and report any illness or injury. Parents are required to report any communicable diseases contracted by their child so that we may advise other parents at the school. Confidentiality is always maintained.

The Children's Day School administration reserves the right to exclude a student who displays signs of ill health or injury which, in their judgment, may jeopardize the general welfare of the student and the others in the classroom.

SECTION 4 – OTHER POLICIES AND PROCEDURES

COMPLAINT PROCEDURE/NEGOTIATING DIFFERENCES

A variety of techniques and support are used to negotiate difficulties and differences that arise between program staff and families. Communication is essential in conveying to parents that their concerns are respected and it is important for staff members to emphasize the commonalities between home and school goals for their children's education. We offer continuing communication through face-to face conversations, e-mails, phone conversations, Procure classroom page and conferences in order to form partnerships with our families.

We encourage the parents to discuss the situation first with the classroom teachers who will work with you to bring the concern to a positive resolution. If no resolution is achieved, please discuss your concern with an administration staff member who will work with the family and teachers for a solution.

Please remember that you are welcome to express your concerns and/or compliments. Any serious concern with the program should be addressed immediately to the director, giving specifics. The director will consult with The CDS Board of Directors and respond as soon as practical. You may also contact the CDS Board of Directors via email at boardpresident@childrensdayschool.net. Families may also contact the Department of Health Services – Day Care Licensing Unit with serious concerns and/or the CT Office of Early Childhood. .

PARENT SECURITY OBLIGATIONS

Glenville:

- You must have your keycard for entry.
- **Do NOT hold the door open for anyone trying to enter the building. Step back and let them use their own access card or code.**
- There will be only ONE point of entry for parents ~ the western door only

Riverside:

- **Do NOT hold the door open for anyone trying to enter the building. Step back and let them use their own code.**
- Do NOT allow children to enter your code.
- Do NOT allow children to push the handicap button that will open the door.
- There will be only ONE point of entry for parents - the front door. A staff member will have to let you in if you re-enter from the playground. Push the button on the video monitor camera by the door.

NON-SOLICIT/NO HIRE POLICY - Parents cannot solicit or hire CDS teachers.

NO CELL PHONE ZONE

With the exception of using your cell phone to access the Procure app, please refrain from taking personal calls while you are in the school. Your child and the staff deserve your full attention at drop off and pick up. Thank you!

BUILDING LOCKDOWN

Safety/Security measures include:

- New doors to replace old wooden exterior doors at Riverside.
- Locks for all classroom doors and windows.
- Shades for all classroom doors and windows.
- Emergency panic buttons for every classroom.
- Video monitor cameras at all exterior doors.
- Two-way radios for staff to use when out of the building.
- Detailed staff training on lock-down procedures.
- Monthly in-service refresher for the first year.
- In-service refresher every school program year.

BUILDING EVACUATION – FIRE

Fire drills occur monthly. In case of fire, all children will be taken, by the staff out the exit door from their classroom to the appointed spot for that class to await further direction. Glenville goes to the Glenville Fire Department. Riverside goes to the St. Catherine church hall.

BUILDING EVACUATION – UTILITY FAILURE

In the case of a prolonged utility failure, children will be sent home. Parents would be notified to pick up their children. Emergency lighting is in place and would come on, as needed.

BUILDING EVACUATION – WEATHER

If a storm develops after school is in session, please listen to WGCH, 1490 on the radio dial. Information will be displayed on Channel 12 and on their web site www.news12.com/ct or www.ctweather.com.

The staff will attempt to reach parents by phone. A parent/guardian must be available when inclement weather occurs. Staff will be dismissed, depending on ratios; but two staff members will remain on site until the last child/children are picked up.

BUILDING EVACUATION – NATURAL DISASTER

If an unexpected natural disaster should occur while school is in session staff will move all children to the hallways and/or other protected areas without windows. (CDS has emergency lighting). This procedure will be carried out with as much normalcy as possible and teachers will spend the time reading or telling stories to refocus the children's interest.

In the event evacuation is necessary, CDS will receive direction from the Greenwich Police Department or Emergency Red Cross. We are on their list of service during a natural disaster, as part of the town-wide plan. We would pass the information on to you via the electronic alert system and/or phone calls. Staff will remain with the children until all have been picked up.

ON SITE EVACUATION – BIOTERRORISM

In such an event, CDS will be sealed from the outside environment, using duct tape and plastic.

CDS will receive direction from the Greenwich Police/Fire Department or Emergency Red Cross and continued contact with the police and fire department will be made as needed.

All children will be brought to this protected area. Flashlights, phones, a radio are also stored and will be available. Your children will be secure, cared for, and protected to the best of our ability. Families are advised that during an emergency situation, they wait to be advised by the Town Police and Fire Department Emergency Communication System.

CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES:

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

1. Definition:

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

Child neglect is defined as:

A child who has been:

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

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

3. 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.
- Call the Connecticut Office of Early Childhood at 1-800-282-6063 or 1-860-509-8045.
- The reporter's name is required, but may be kept confidential.

Information needed:

- Name of child
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect

- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to the Department of Child and Family Services (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 is 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 CDS. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management CDS 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/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.

5. Staff training: Staff will be required to attend bi-annual staff meetings, held in September and February, 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.
6. Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet. 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 Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

FOR ALL EMERGENCY SITUATIONS: When the Director is not on-site, the assistant director or the site manager assumes authority and takes action during an emergency.

Please separate and return this page to Administration

SIGNATURE/ACKNOWLEDGEMENT PAGE

Your signature on this Signature/Acknowledgement Page is a confirmation that you have read our policies and procedures and will abide by the policies of the school.

This page must be detached, signed and turned into the office to complete your child's enrollment.

Accepted by parent(s), guardian(s) and/or person(s) with custodial responsibility for student:

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

CDS