

OUR LADY OF FATIMA

Child CARE CENTER, INC.

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Family Handbook

Toddler and Pre-School Programs

Welcome!

Welcome to the Our Lady of Fatima Day Care Center, Inc.

The Our Lady of Fatima Day Care Center has been proudly serving the families of Hartford and its surrounding areas for almost four decades.

The Our Lady of Fatima Day Care, Inc. is funded by the State of Connecticut Department of Social Services, the Connecticut Child and Adult Care Food Program (CCACFP), and the Child Nutrition Program that provides the funding for food and ensures that each meal and snack served at the center meets all nutritional guidelines and includes the proper-sized servings and food groups. The Center is licensed by the Connecticut State Health Department with an enrollment of 50 children (8 children under the age of 3 and 42 preschoolers). Fire inspections are conducted annually per licensing requirements. The Our Lady of Fatima Day Care is accredited by the NAEYC (National Association for the Education of Young Children).

The Our Lady of Fatima Day Care Center seeks to provide a high-quality education and care to the most important person in the world – your child! We are glad you have chosen our Center to meet your family’s childcare needs and we look forward to building a strong family/center partnership with you as we care for and educate your child.

The Our Lady of Fatima Day Care Center has an “Open Door” policy for you and to those you name/designate. We encourage you to visit and to participate in your child’s activities when your schedule permits. Family involvement enriches our program, improves communication and develops a strong family/center link.

Our staff members look forward to working with you and your child as she/he enters a world of exciting learning experiences. We extend a warm welcome to your family into our diverse learning environment. In partnership with the community and parents we will provide your child with the necessary skills and foundation they need to be successful learners.

Mission Statement

To provide developmentally appropriate childcare and education within a safe and nurturing environment for children 12 months to 5 years along with support for families. We strive to create a community of active learners who are well prepared to achieve future academic success.

Philosophy

We believe that a full life means feeling valued and respected as a person and being secure in the knowledge that we are loved. We believe that children will treat others as they themselves are treated.

The best start in life requires children’s physical, social, emotional, and cognitive needs to be met. Our Center recognizes each child as an individual and our teachers strive daily to meet each child’s basic needs in a supportive, non-competitive atmosphere. We believe that working with families we can enhance experiences and prepare children for success in school and in life.

Statement of Goals

Our goal is to provide a safe, healthy, nurturing environment for children. The teaching staff promotes security and feelings of belonging by accepting each child as a unique and important member of their center’s community.

Daily indoor and outdoor activities are part of a plan that promotes positive emotional, social, physical and cognitive development. The program provides a creative and stimulating environment that allows each child to learn by interaction between their thoughts and experiences with materials, ideas, and people. Play is valued for its important role in early childhood development.

We believe that successful early childhood education is a partnership between the center and the family for the benefit of the child. We invite you to be an active participant in your child’s school experience.

When appropriate, our program offers a bi-lingual program to integrate the home culture and native language with an introduction of English to prepare children for success in an English-speaking society.

OLF Day Care Center, Inc. CORE VALUES

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to:

- ❖ *Appreciate childhood as a unique and valuable stage of the human life cycle*
- ❖ *Base our work on knowledge of how children develop and learn*
- ❖ *Appreciate and support the bond between the child and family*
- ❖ *Recognize that children are best understood and supported in the context of family, culture *, community, and society*
- ❖ *Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleagues)*
- ❖ *Respect diversity in children, families, and colleagues*
- ❖ *Recognize diversity in children, families, and colleagues*
- ❖ *Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect*

* culture includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.

Registration

Once a family wishes to enroll their children and a space has been offered, we ask for a non-refundable **registration fee of \$75.00 per child** to reserve the space. At the time of payment, the family receives a Family Handbook outlining Policies and Procedures and all required Enrollment Forms.

Admissions Policy

The Our Lady of Fatima Day Care admits children from the ages of 12 months to 5 years of age without regard to race, color, culture, sex, religion, national origin, economic status, ancestry, or disability.

The family and the center staff meet at the time of admission to discuss the child's developmental history and to review the enrollment process. The center's program policies and procedures are discussed verbally and given to the family, in writing at this meeting.

We require that a family member visit the classroom with the child prior to enrollment. This helps ease the child's transition into the new environment and encourages teachers and family to develop a strong home/school link.

When a parent identifies that a child has special needs, the director and the family will meet to review the child's care needs and work to provide a safe, supportive environment for all children in the class. To help the teaching staff understand the child's needs, the parent/guardian of a child with special needs will be asked to provide a "Special Care Plan" in collaboration with the child's health care provider. The center team will arrange the classroom environment and develop an individualized service plan to accommodate the child's needs.

The program will attempt to accommodate children with special needs consistent with the requirements of the Americans with Disabilities Act. If the program is unable to accommodate the child's needs as defined by the child's health care provider or the Individual Family Service Plan/Individual Education Plan without posing an undue burden as defined by federal law, the director will work with the parent or legal guardian to find a suitable environment for the child.

Hours of Operation / Holidays

The center is open from 7:15 A.M. to 5:15 P.M. Monday through Friday throughout the year. Arrival and departure times, which have been set at time of registration, must be observed. Each child is given their school schedule, hours vary from family to family. Our program is permitted 22 days to close for holidays and in-service for staff.

The center is closed for the following **major holidays:**

<i>New Year's Eve</i>	
<i>New Year's Day</i>	<i>Columbus Day</i>
<i>Martin Luther King's Birthday</i>	<i>Thanksgiving Day</i>
<i>Presidents' Day (In-service for Staff)</i>	<i>Day after Thanksgiving (In-service for Staff)</i>
<i>Good Friday Day</i>	
<i>Juneteenth</i>	<i>Christmas Eve</i>
<i>Memorial Day</i>	<i>Christmas Day</i>
<i>Independence Day</i>	
<i>Labor Day</i>	

Additional days may be used for staff in-service and trainings. Closure dates will be provided to families at enrollment so families can plan accordingly.

If a holiday falls on a Saturday, the center will close the previous Friday. If a holiday falls on a Sunday, the center will close on the following Monday.

To facilitate daily planning, we ask parents to call the center by 9 A.M. to inform us that their child will be late or absent.

If we have not heard from a family by 9:30, we will call you to check on the status of your child. In this way, we can assure your child's safety, monitor any illnesses that might be in the center and make more accurate number of meals. If we are unable to reach a parent and you have not called, we cannot guarantee that your child will receive lunch if he/she arrives late.

Attendance

The Our Lady of Fatima Day Care Center provides only full-time childcare programming. With the exception of illness and vacation, children must be in by 9:00 A.M. and attend the program for at least 4 hours a day, 5 days a week. This full-time participation allows your child to get the most benefit from our program.

It is required that children attend the center on a consistent basis. We will try to assist you to resolve the issues that are responsible for your child's irregular attendance. If you are unable to have your child attend the center on a consistent basis, your child may be withdrawn from the program.

Enrollment Procedures

Applications and information about OLFDC are available at the Office. Upon enrollment, the parent will be given a packet of information and forms to be filled out. Director will verify if families are eligible and meet requirements to enroll in the program. Prior to the child's attendance, a conference with the parent or legal guardian and the child is required to acquaint each new family with the environment, staff, and schedule for child care. During this visit, the parent or legal guardian will have a personal interview with the director an opportunity to review the "Family Handbook" and other written materials maintained at the facility. Each child will spend some time at the program with a parent or legal guardian before remaining in care without a family member.

The following forms will be completed and submitted to the director prior to the child's first day of attendance. If necessary, the director will assist you to complete all the necessary paper work for enrollment. The information in these forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child:

- 1) ***Application for Child Care Services*** (Completed by parent/legal guardian).
- 2) ***Connecticut Early Childhood Health Assessment Record*** (Signed by the child's physician or certified registered nurse practitioner).
- 3) ***Authorization for Emergency Medical Treatment*** (Completed by a parent/legal guardian).
- 4) ***Child Care Emergency Information*** (Signed by a parent/legal guardian for each child enrolled).
These forms will be updated by a parent/legal guardian every 6 months and whenever the information changes.
- 5) ***Authorization to Pick up Child*** (Completed by a parent/legal guardian).

- 6) **Consent for Child Care Program Activities** (Completed by a parent/legal guardian).
- 7) **All Permission Slips: field trips, photography, video** (Completed by a parent/legal guardian).
- 8) **Special Care Plan** (Completed by parent/guardian and/or health care provider). When the parent/legal guardian informs the facility staff that a child has a disability, a Special Care Plan will be completed by a parent/legal guardian and/or health care provider for that child. A parent/legal guardian may be asked to authorize release of information from providers of special services to help the child care provide coordinate the child's care.
- 9) **Income Eligibility Application** (Completed by a parent/legal guardian and director)
- 10) **Tuition Form W2000** (Completed by Day Care Director and signed by parent/legal guardian).
- 11) **Acknowledgement of Day Care Policy** (Signed by parent or legal guardian)
- 12) **Child Care Agreement** (Completed by a parent or legal guardian).
- 13) **Family/Caregiver Information Exchange** (*Upon daily arrival at the program site, each child will be observed by the caregiver for signs of illness/injury that could affect the child's ability to participate in the days activities. The family will supplement these observations with an oral or written exchange of information with the child's caregiver. The written record of illness finding from these daily checks will be kept for at least 3 months to help identify outbreaks.*)

Must bring copy of the CHILD'S BIRTH CERTIFICATE and CHILD'S INSURANCE CARD.

Each child and their parent/guardian must have a pre-admission interview by the director or designee.

If upon review of a child's health record it is determined that a significant health service (e.g., vision, hearing, or immunization) has not been done, the director will notify the parent/legal guardian. Health care referrals will be provided when requested or needed. The parent or legal guardian will be given 30 days to obtain the required health services before the child is considered for exclusion from the program. When an outbreak of a vaccine-preventable disease occurs in the child care facility, the parent or legal guardian may be asked to obtain special immunization. In the event of an outbreak, all children whose immunizations are not up-to-date with the current recommended schedule of the American Academy of Pediatrics and the U.S. Public Health Service will be excluded from child care until properly immunized.

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by the child care facility, will be accessible only to the *parent/legal guardian, child care director, secretary and teaching staff, health/social consultants, state licensing inspectors, and validator from the National Association for the Education of Young Children (NAEYC)*. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent/legal guardian.

A child is considered enrolled when the parent/legal guardian has met all entrance requirements and has successfully completed his/her 1st day at the center. A child is considered withdrawn when we have been notified by a parent/legal guardian or when dismissed by the program (see "Termination of Services").

Arrival/Departure Procedure

Center operates daily between the hours of 7:15 A.M. and 5:15 P.M. All families must enter the center via the Community Center hallway. There will be no entrance or exit via the playground doors. Parents are responsible for signing in/out their child at drop-off and pick-up time each day in the entrance hallway. It is the parent's responsibility to put away, or have their child put away, their belongings and *wash their hands*.

When picking up your child, please be on time. If you know you are going to be late, please notify the center immediately, so we can reassure your child and make the necessary arrangements.

Each parent must have an alternate plan available if she/he is not able to pick up his/her child by closing time. A list of persons authorized to pick up the child from the center must be on file in the office.

No child will be released to a person not authorized by a parent/guardian, to pick up the child. The person providing authorization must be the adult who is legally responsible for the child.

We must have written authorization if someone other than one of your designated emergency contacts will be picking up your child. In an emergency situation, a parent/guardian must telephone the center to inform the director that a person not listed as an emergency contact will be picking up the child. All people, other than parents/guardians, who pick up children, will be asked to show identification.

In the event a child is not picked up at the closing hour, the parent will be called at home, work or school by staff. If a parent cannot be reached, the emergency person(s) will be contacted to pick up the child. In the event that none of the above persons can be reached within an hour of closing, it is required by licensing that the Hartford Police Department be contacted.

Please Be Prompt

Children benefit from consistent schedules. We ask parents to arrive on time so children begin their day at school with his/her friends. Arriving late sometimes makes the separation from parent to school more difficult. At pick up time, please respect your time, consistency gives children security. (Please see "Late Pick Up Policy").

Pick-Up/Drop-Off Policy

1. Drop off should be through Community Center hall way and parents must:

*sign child in,
assist with washing hands and
communicate with classroom teacher before leaving.*

No parent should leave sibling(s) in a car in parking area while bringing child into Center (this is against the law).

Our Program is designed to facilitate family-staff interaction on a daily basis. There is always the child's teacher present either at drop off or pick up this gives the family and staff the opportunity to communicate.

2. All children should be picked up at designated time.
3. When someone other than a parent is to pick up a child, please communicate this to a staff person (via a note or phone call). Persons not listed as an alternate pick up, will be required to share identification (i.e. driver's license).
4. ***In the best interest of your child, being on time is so important! Always call if you will be late.***
5. When a child is not picked up on time the director or secretary will call parents or contact person.

Pick-up by Intoxicated Parent or Authorized Representative

The OLFDC will not permit parents or authorized representatives who are intoxicated to pick up children from our center. We do not wish to expose center to any legal action from improper release of children, but, more importantly, we do not wish to expose the children enrolled in our center to any danger resulting from their parents' impaired faculties.

We will expect, therefore, our staff to be alert to the possibility of parental intoxication, and if there is evidence of such intoxication by means of speech, gait, or manner, that the staff member will call a second staff member to corroborate. If both staff members agree that the parent is intoxicated, the staff will help arrange alternate transportation.

The Hartford Police Department will be called in a case of disorderly conduct, or if a threat is made by the intoxicated individual to one of our staff members.

If a parent insists on removing a child in spite of these actions, a conference will be held, the following business day, between the parent and the director that could result in termination of the child's participation in our program.

Non-Custodial Parents

A parent of a child enrolled at the center who is not the child's residential parent will be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be on file in the office.

Early Childhood Education and Childcare Program

Our program provides a variety of activities and material from which children can choose. Such variety increases the likelihood of a child's prolonged, satisfied attention and increases independence and the opportunity for making decisions. The center provides a print-rich environment that stimulates the development of language and literacy skills. The curriculum focuses upon developing the children's awareness of themselves and their world. This is done through the center's daily routine, field trips, and a variety of enrichment experiences.

Children of all ages need uninterrupted periods in which to become involved, investigate, select and persist at activities. The teacher's role is to prepare the environment with stimulating, challenging activity choices and then to facilitate children's engagement. Guided by the *ELDS (Early Learning and development Standards)* and the *Connecticut State Department of Education Preschool Curriculum and Assessment Frameworks* our teachers design and implement a schedule of developmentally appropriate activities that focus upon goals in four developmental areas: *social/emotional, physical, cognitive and language.*

Activities

The OLF Day Care offers quality early care and education for children ages 12 months to 5 years of age. The professional staff involves the director and teachers who are primarily responsible for meeting the child's needs. The physical arrangement, daily schedule and routines are designed to suit individual and group needs. Within this arrangement, children are encouraged to make their own choices and participate in self-directed activities along with planned ones.

The classroom environment is welcoming, stimulating and challenging. Problem solving, experimentation, and social relations are encouraged through the use of developmentally appropriate materials and activities. These are acted out in the following manner: blocks, dramatic play, water and sand, art, cooking, music and movement, small and large motor activities, science, social studies, outdoor play, language and computers and outdoor play. Staff is trained and experienced in early childhood education methods. Their planning includes a broad range of experiences geared to the developmental needs of each child.

Special Needs

Some children exhibit behaviors of concern in their development during their early years in areas that include hearing, language and physical coordination. It is crucial to identify these issues early and obtain the necessary help as soon as possible. Early identification promotes optimum learning. Problems are often resolved prior to entry into school. The OLF Day Care in collaboration with Birth to Three, Hartford Board of Education Early Childhood Assessment Team and other professionals (e.g., Early Childhood Consultation Program), provides initial screenings and coordinates meetings with families to discuss interventions or referrals, when there are concerns.

Children with identified special needs may require care beyond the usual curriculum. Our staff works together with the child and family to plan educational and developmental goals in coordination with any other involved agencies that may be offering services to the child. Staff actively involves families in development and use of individual education plans that are designed to meet the child's needs and assist in facilitating a smooth transition into preschool and from preschool to kindergarten. Services are provided on-site or elsewhere, as agreed by team. We are committed to serving all children.

Staff Qualifications

The quality of the teaching and childcare staff is extremely important to the quality of the program. The OLF Day Care strives to maintain qualified staff by providing a variety of in-service training and other professional development opportunities.

Some staff is bilingual and this ensures integration of the native language with an introduction of English to prepare children for success in an English-speaking society.

All staff members must meet or exceed Connecticut State Licensing requirements in education and experience. All lead classroom teachers have a minimum of an Associate's or Bachelor's degree and college courses and credits in Early Childhood Education. They also demonstrated competence in working with young children.

Staff members are strongly encouraged to further their education in early childhood education. They must complete a minimum of 18 hours of training each year in early childhood education and child development, licensing regulations, health issues, nutrition, first aid, social services and child abuse laws.

All employees are required to have a clear criminal record, a TB test or a chest x-ray and a physical stating that they are free from communicable disease and physical able to work with young children. All staff working with children are required to have training in first aid, CPR, management of common childhood illnesses and child abuse prevention.

Daily Schedule for Toddlers

Quiet Activities

8:00 - Breakfast

8:30 - Free Play

9:00 - Diapering; Clean up; Tooth Brushing

9:15 - Choice Centers

9:30 - Music
9:45 - Story Telling
10:00 - Gross Motor/Outside Play
10:40 - Washing up
11:00 - Lunch Time
11:45 - Diapering; Clean up; Free Play
12:00 - Rest Time
2:30 - Diapering; Clean up; Free Play.
3:00 - Snack
3:15 - Gross Play / Outside Play
4:00 - Story Time/Free Play
5:00- Closing

Flexible schedules are provided for children under 2 years for feeding, napping and diapering. Activities that stimulate sensory play, motor skill development and self-help skill development are provided through the day and upon interest of the child.

Children are encouraged to feed themselves; the mealtime routine, utensils and food choices support child independence in feeding. Children are offered water frequently.

Needed Supplies For Infant/Toddlers

Please bring supplies that will last at least a week:

- Disposable diapers (No clothes diapers)
- Wipes (No powder)
- 2 extra sets of clothes
- Extra underpants (as applicable)
- Crib size blanket / pillow
- Bibs
- Milk Bottles (No glass bottles, please)
- A Sippy Cup

Feeding Policies for Infant/Toddlers

- Child and adult wash hands before eating.
- Feeding is relaxed, enjoyable and a time for pleasant interaction.
- Children do not carry food, bottles or Sippy cups around the room.
- Children are held for bottle feedings.
- Bottles are immediately rinsed after use.
- Children are encouraged to feed themselves.
- Children are offered water frequently.

Diapering and Toileting Policies

- Each diaper changing table is used exclusively by one designated class of children
Children's supplies are stored near changing table.
Adult's and child's hands are washed thoroughly before and after diapering/toileting
Changing table is disinfected after diapering.
Dirty diapers are tightly wrapped and placed in garbage immediately.
Children are only changed in designated changing area.
Children are changed frequently (3-4 times a day) and as needed. All children are checked/changed after waking up from a nap.
Diapering/toileting is a pleasant time for one-on-one interaction.
Children are invited to participate in the diapering/toileting and dressing experience.

Sleeping Policies

- Children have their own cot. Sheets on cots are clean. Children do not ever sleep on sheets used by another child. Sheets are sent home weekly to wash.
- Naptime is pleasant and relaxing.
- Teachers are always in the same room with the sleeping children.

Support is given to children who need it (backs are rubbed...).

Children are not put to bed with bottles.

Cots are put in the same place every day and children know where to find their own cots.

Staff must check on sleeping Toddlers by standing near and looking into the child's cot at least 3 times each hour.

Health, Hygiene and Safety Policies in our Classroom

Upon entrance in the classroom, adults and children wash hands.

Hands are washed after every *diapering, toileting, and tissue use*.

Toys are washed daily, more frequently when children have colds.

Surfaces children touch are wiped and disinfected on a daily basis.

Broken toys are immediately removed. Small pieces, which a child could choke on, are kept out of the room. Toys & objects with diameter of less than 1 1/4 inches or 2.5 centimeters, plastic bags, balloons or Styrofoam objects shall not be accessible to children under 3 years of age.

Parents are called when a child appears ill or is injured.

Cleaning supplies are locked and safely kept out of reach of children.

Infant/Toddler Development

As infants enter the toddler's years, they start to perceive themselves as separate from other people. They become more independent and able to do things for themselves. They are rapidly developing expressive language and becoming better able to relay their likes and dislikes to others. "Me do it" is a common response, even if the child is not fully able to do it. The gap between what the child wants to do and is capable of doing sometimes leads to the tantrums that are so common during these years. Teaching staff is maintained in the same class for longer than nine months to help with attachment and routine.

At the OLFDCC children at this age are learning to:

- Drink from a lidless cup
- Sleep on a cot
- Build expressive vocabulary of 200+ words
- Self-feed with a spoon
- Develop fine motor skills
- Manipulate and gain an understanding of books
- Explore the environment in a positive way
- Engage in sensory activities
- Become independent in toileting
- Refine gross motor skills – balance/coordination
- Enter beginning stages of cooperative play
- Practice socialization skills
- Gain an understanding of basic scientific/mathematic concepts – cause/effect, opposites, colors, shapes
- Label emotions and partake in conflict resolution

Children will get messy! In order to maximize children's potential developing the above-mentioned skills, they need to engage in hands-on activities that utilize their senses.

Toilet Training

Our center requires that children be toilet trained before starting preschool. We remind children to use the bathroom periodically during the day, but we understand that children may have accidents from time to time. For this reason, we ask families to leave two clean changes of clothing at the center all times.

If your child has not fully mastered toilet training, pull-ups may be brought in for naptime only. Please bring wipes to keep at the center if your child uses pull-ups at nap time. A teacher will always assist your child with changing and in the bathroom.

Outdoor Play

As required all children will go outside daily if weather permits. We have a fenced playground and we also take walks around the church grounds. Weather permitting, children go outside each morning and each afternoon. It is important that you dress your child appropriately for the weather. Children will be kept inside during rain or extreme temperatures (hot or cold). Additionally, to avoid exposure to high level of air pollution, or environmental safety conditions, children will remain inside and similar activities will be provided indoors. Children are kept inside and windows closed if local air pollution alerts are issued. If your child is unable to go outside because of health issues, other arrangements for care should be made.

Emergency Preparedness

The Center is equipped with a sprinkler system and fire extinguishers. Staff and children participate in monthly fire drills, under the supervision of the director and teachers. All fire exits are clearly marked. An evacuation plan is posted in each room. In case of fire, parents will be contacted immediately.

The center, along with its policies and procedures, are maintained to keep children safe. However, we must have plans if emergencies happen that are beyond the staff's control.

Parents must update emergency information for the children every six months or when there is a change. If something happens to the center or your child, we must be able to contact you or another responsible adult if unavailable.

Emergency Plans

Medical:

Staff members are trained in first aid and CPR. In case of minor accidents or injuries, staff will provide appropriate first aid. The first aid box is kept in the hall way to the bathroom and in the office. First aid supplies are always taken on field trips.

When a personal injury is severe the following policies are to be observed:

- The director or designated staff person in charge is to be notified immediately when a child sustains an injury of any kind.
- If it is determined that the injury or illness requires immediately medical care, 9-1-1 is called, and the child's parent/guardian is contacted.
- While the injured receives attention, another teacher must take charge of the remaining children to provide reassurance and supervision.
- If a child is to be transported for medical care by ambulance, a staff member accompanies the child if a parent/guardian is not present.
- An incident report should be completed to go with the child if time permits. Otherwise all paper work must be completed the same working day. At no time will a child be transported by private car during an emergency.
- Additional staff will be called in if necessary, to maintain required ratios.

Fire Drill:

A plan of evacuation is prominently posted by the doors with alternate routes.

The fire drill signal will sound - bell/fire siren. Upon hearing the bell/siren, all occupants will follow the procedures below in exiting the building and proceeding to the designated point (church basement).

Drill Instructions:

1. Director/secretary will ring fire alarm.
2. The EMERGENCY EVACUATION PROCEDURE begins.
3. Children line up quickly and quietly.
4. Children exit the room quickly and quietly (adults and children may not stop to take personal items.)
5. Teachers take attendance sheets and children will be counted as they exit the building.
6. A sweep of the center will be done (if safe) to determine that all children are out of the building.

7. Children exit the building in a single line without talking with one teacher in front and another at the end of the line.
8. Having exited the building, children will walk to the basement of the church in back of the church.
9. Director/Secretary will bring the sign in/out sheets, first aid kit, emergency contacts, cell phone, and keys.
10. Teachers will count the children again.

The children and staff will return to their classrooms when the director gives the all-clear signal or if we can't re-entry the building parents will be contacted for emergency pick up. Fire drills occur at least monthly. They are documented with date, time, and length of time for evacuation from building, persons participating, and comments. Documentation will be posted in the office.

Severe Weather/Day Care Closing:

In case of severe weather during night and the Center opens late, an announcement will be made on WFSB Channel 3 (Our Lady Fatima Daycare-Hartford).

The Center will **close** when a State of Emergency is declared, when all non-essential state employees are instructed not to report to work or at the discretion of the director.

The closure will also be announced on WFSB Channel 3.

If the weather becomes dangerous while the Center is open, you may be called to pick up your child early.

If there is emergency/early closing, the following procedures will be followed:

- The parents will be notified of the closing by the staff.
- The emergency person will be notified if the parent cannot be reached.
- Staff will remain at the Center until all children have been picked up by their parents or emergency person.

Adequate staff coverage will be maintained at all the times. There must always be two staff members on site until all children have left the Center.

Resources are available in case of an emergency, we have a full kitchen, space and food items to accommodate

Evacuation of the Building:

If evacuation becomes necessary the children and staff will proceed to the Our Lady of Fatima Church Hall across the street from the center (same procedure as the fire drill).

Teachers will take attendance sheets. Director or designated staff person will take first aid kit and emergency contacts. Children will be counted as they exit the building.

Staff members will attempt to call parents or emergency contact people at their place of work and let them know the whereabouts of the children for immediate pick up.

Tornado Drill:

This drill is practiced as a safety precaution against possible tornado, cyclone, bombing and other emergencies which require everyone to be kept in the building in the safest place, the interior hall way, the bathroom or if there is ample warning, all teachers and children should attempt to reach the basement of the church, as directed by the director. Once there, all children should kneel and cover their heads with their arms. Everyone should stay away from the windows and glass entry. Drill will be held several times during the year.

Lockdown:

In the event of an emergency or safety situation, the Center will go into a lockdown. There are two levels: aggressive and passive.

Level 1: Aggressive

Possible examples of issues that would necessitate going into lockdown:

- A stranger in the building;
- An active, aggressive incident inside the building;

Site contacts police and gives police the information about the nature of the incident. Police respond.

Procedures for this type of Lockdown:

- All exterior doors must be locked;
- All staff and students stay in a safe area of room or hallway, away from line of vision of windows;
- Lights are turned off. Children should be involved in a quiet activity;
- Blinds may be closed;
- Children outside should come inside.

Level 2: Passive

Police department makes determination of the danger that it doesn't want to spread into the site. Director can make a determination to lockdown prior to notification by police.

Possible examples of issues that would necessitate to go into lockdown:

- Hazards materials;
- Police chase;
- A wild animal.

Procedures for this type of Lockdown:

- All exterior doors must be locked;
- Office staff answers the phone;
- Business as usual inside;
- Children in the playground should come inside.

Lost Child Policy

If a child is discovered missing from a classroom or an out of building function, the following steps are to take:

1. Identify child
2. Obtain coverage for the classroom
3. Return to site where child was last seen
4. Notify all building staff to assist in the search area
5. If child not found immediately call 911 and notify parents for assistance

Police Emergency

If there is a threat or emergency due to an angry non-custodial parent, abusive intruder, or other disruptive event, a staff member will signal for someone to call 911 and request police intervention. Details of the incident will be documented and maintained in the Center log.

Power Failure

1. The building emergency lights should come on automatically upon loss of power.
2. The Center has large windows.
3. Director/Secretary should contact Eversource at ***1-800-286-2000 (ac. # 51713134005)***.

Goals and Objectives for Our Early Childhood Education Program

Our program is designated to build a trusting relationship across all the people who influence our children's learning. Your child is assigned to a team of teachers who are primarily responsible for care, teaching and communicating with you.

Our goals and objectives are:

- To build responsive - positive, trusting relationships with children and families
- To plan and manage a developmentally appropriate program - to observe, individualize and evaluate so that the needs of children and families are served in a welcoming, safe, healthy environment
- To promote children's development and learning – using routines and activities that facilitate success
- To promote professional caregivers who are trained and knowledgeable
- To maintain professional standards – ethical, respectful of confidentiality, sensitive
- To advocate in support of children and families – to educate others about the need for high standards and to work with community agencies in support of children and families.

We use the Creative Curriculum for Toddlers and the Creative Curriculum for Preschool in conjunction with the CT Preschool Curriculum and Framework as our guide to ensure that we provide children with developmentally appropriate activities and experiences that will help to enhance their growth and learning.

Children's individual needs, developmental level, abilities and interests are always taken into consideration when making program decisions. The framework of our curriculum includes five components that structure our approach toward the early childhood education program we provide – How children Develop and Learn, The Learning Environment, What Children learn, The Teacher's Role, The Family's Role – and guide the reaching of our goals.

A summary of goals for our **Toddler** age children, as described in the curriculum, are:

- To learn about themselves

- To learn about their feelings
- To learn about others
- To learn about communicating
- To learn about moving and doing
- To acquire thinking skills

Our *Preschool* program prepares children for success in kindergarten by offering developmentally appropriate ways to gain new skills within a play-based learning environment. Teachers plan a variety of activities for one to one, small and large group experiences with consideration of the individual needs of children. The implementation of our curriculum, in conjunction with the CT ELDS and DOTS assessment tool based upon their theory and research relating to best practice for young children, assure that goals are fulfilled that develop the whole child in areas defined as:

- Social/Emotional-Sense of self, Responsibility for Self and others, Prosocial Behavior
- Physical - Gross Motor, Fine Motor
- Cognitive – Learning and Problem Solving, Logical Thinking, Representation and Symbolic Thinking
- Language Development – Listening and Speaking, Reading and Writing.

Objectives for each child are developed, based upon observation and assessment.

Continuity of Care

The OLFDCC offers continuity of care to minimize transitions for the child. Providing toddlers with a consistent allows them to maintain a sense of security which then lets them explore more freely the world around them.

Toddlers’ room is for children ages twelve to approximately thirty-six months.

Upon turning three years old and contingent on space availability, children enter the Preschool classroom.

Transitions

Transitions within Center Classroom:

Children’s transitions are based on their age, development status, and room openings. When a child is held back in a room due to space limitations, their present teacher will modify the program to meet his developmental needs and whenever possible the child will visit with the older classroom.

While children transition individually, it is not unusual for a small cluster of children to transition at approximately the same time.

Director, Teachers, and Parents work together to assist children to make the transition. To help children to feel comfortable in their new classroom during the process of transition, director and teacher share information, experiences, routines, about the new classroom with family; family visits and talk to new teacher; teachers visit each other’s room and share information, pictures, art work about child several times before transition occurs.

Director and teacher provide support to families as they gradually establish a trusting relationship with the new staff of the new classroom

Transition to Kindergarten

The OLFDCC teachers work to ensure a smooth transition from preschool to Kindergarten. We do this by providing opportunities for the child to talk about Kindergarten, read books about kindergarten, “play school” for a week at the end of the year. In addition, we also provi

de support to parents through meetings including helping to fill out forms for registration.

The OLFDCC staff will partner with parents to prepare assessment information that may be sent to the child’s kindergarten teacher.

Center will make every effort to assist children and families in making the transition to kindergarten a smooth and successful one.

Our Assessment Program – How do we Assess Progress?

As families, it is important that you know our program’s approach toward assessing children’s progress and development. Information is shared with you on a daily basis, during family/teacher conferences or when otherwise requested or needed. Teachers assess children and provide an assessment tool twice a year.

Documenting Children’s Progress

Building upon the information provided during admission interview, each child’s development/progress is documented primarily through observation during play and daily routines. Additional tools may be used for gathering information on individual or groups of children if determined useful by the child’s teacher.

Samples of such tools may include checklists, rating scales, and/or screening tools. Individual child portfolios are maintained so that examples of a child growth in skills over time may be shared with the family, receiving teachers and, of course, the child. Samples of children's work included in the portfolios may be drawings, photos, writing samples, art work, etc.

- We gather information on the whole child. Depending on the age, this may include development related thinking, language, social-emotional behaviors, creative, physical and self-help skills. Overall health and adjustments are also assessed.
- Using our curriculum, Creative Curriculum, trained teachers formally assess toddlers/twos twice a year.
- Our formal assessment consists of a conference on children's progress with families with review of written summary and portfolio. Family member receives a copy of the written plan.
- If there is a concern about your child's growth and development, family will be made aware as soon as possible. We also expect families to share any concerns they may have in the same way. With family permission, we then assist with a referral to either the Public-School Early Childhood Assessment Team, CT Birth to here System, Early Childhood Consultation Project or other agencies for further evaluation and support. Your child's pediatrician is expected to be a resource, as well.
- Teaching staff are trained to assess children using the ELDS and DOTS training. They have attended workshops to learn how to use the tools

Using the Assessment Information

Teachers use the information gathered from assessing children to assist them with planning for both the group and your individual child. This valuable information allows teachers to decide when and if changes should be made to the classroom environment, schedule or techniques, and identify potential issues for appropriate referral.

Children's progress information is also shared with families and with funding sources as per grant requirements.

In summary, assessing children at this age is a process that does not interfere with their joy of learning but helps us get to know them better in order to teach them better.

Collaboration with Community Agencies

Identifying Family Needs

The OLF Day Care is committed to the development of a partnership between staff and parents. We believe this partnership provides de exchange of valuable information about the child and his or her family. While always respecting a family's privacy, we try to develop a sense of family's strengths and challenges in the best interest of each child.

In accomplishing this goal, staff will attempt to assess by:

- Asking families open ended questions,
- Observing family functioning and interactions,
- Listening,
- Providing emotional support,
- Brainstorming with families to identify strategies, steps, or goals for minimizing stress and building strengths.

Identified needs are discussed between the teacher and the parent, and involve the Director as needed. When a referral is indicated and agreed upon, necessary personnel are involved in the process of identifying services for the family and remain supportive throughout.

Referral and Requested Services Follow Up

We recognize the importance of collaboration with community agencies in order to support our families and staff. Therefore, we maintain active collaborations with the following: social services, mental health, public health, health centers, recreation departments, public library, adult education, and employment and training centers. All referrals made on behalf of families will be made in agreement with the family.

The family will be the guiding factor in initiating the referral. After identifying a need, either through observation, or checklist, or family request, the teacher, Director or other Administrative staff members will speak with the family and gain necessary information regarding the need. We often assist initiate and facilitate contact with the appropriate agency between the family and the agency. Referrals will be documented on the log form and filed in the child's record, if pertinent.

The Program Director will insure follow up with the family regarding their satisfaction with the community service. Follow-up with the family will occur within 30 days of the referral.

Respecting the Cultural and Linguistic Needs of Families When Referring

Understanding and respecting the cultural and linguistic needs of families is important to building partnership with families. As a means assuring sensitivity to all families, staff attends diversity training. In addition, we continually work toward understanding these needs by incorporating such things as:

- Keeping lines of communication open with families,
- Talking with families to increase understanding of the unique characteristics of the family,
- Discussing with the family who will make the initial referral,
- Finding an interpreter when necessary,
- Keeping families informed of the process and of identifying resources and follow-up on the referrals.

Measuring Family Satisfaction With services

Within 30 days of the referral, the Program Director will speak with the teacher or family regarding satisfaction with the community service to which they were referred. All information received will be reviewed then logged in a confidential file.

When a family reports dissatisfaction with a collaborating agency, OLF Administration will discuss this with the family to understand the nature of the issues.

When indicated, we will contact the collaborating agency to discuss these concerns with them. These conversations will be documented in the file.

If staff are dissatisfied with a collaborating agency's performance, same procedure is followed. If there are repeated complaints of dissatisfaction, further collaboration will be evaluated.

All requests for outside services remain confidential.

Parent-Center Communication

Communication between families and staff is crucial to meet the needs of the families and children we serve. Parents are encouraged to share events that are important in their children's lives outside the center as it will help teachers to respond to the children's individual needs. Examples of such events are any family changes, diet, any administration of medication, changes in pick-up routine for the day, etc. Parents can write instructions, or notes to teachers or tell them directly.

The staff is always happy to discuss a child with his/her parent. However, it is often difficult to communicate when teachers are greeting children and helping them separate from their parents. Please make arrangements to discuss questions or concerns of an extended nature on the phone with teachers during nap time. In this way, regular classroom sessions will not be disrupted.

Suggestion Box: Located next to the signing in/out book allows for signed or anonymous recommendations.

Daily Notes: Teachers in Toddlers room will write a daily note to parents about each child each day. This report includes information about eating, toileting, napping and personalized information about the child's activities. Preschool parents may read about daily classroom activities on a board located just above the cubes. Specific information will be conveyed to parents upon request and/or as needed.

Newsletters: Monthly news letters will keep families informed of upcoming events, changes in policy, program happenings, and activities. Teachers will also send home classroom news.

Family Bulletin Board: Notices are posted on the Parents' Bulletin Board located on the outside wall of the office. Parents are welcome to post notices of interest on the Bulletin Board.

Conferences: Preschool schedule yearly conferences, which include a written report on your child's development progress are scheduled twice during the school year in the Fall and Spring.

Written conferences are also prepared for Infant/Toddlers twice during the school year. All parents may request a conference at any time if they have questions or they have concerns about their child.

If a child appears to be having difficulties in the classroom, the teachers(s) or director will contact the parent/guardian for additional conferences in order to obtain insight into the child's behavior.

As required by the State Licensing Regulations, all children who attend childcare programs for more than four hours per day are required to have a rest period. Each child has a cot. Please supply your child with a *small pillow and a small blanket*. Center will provide the sheet. Please remember to clearly *label all of your child's belongings* with a permanent marker, including bedding. Please remember to bring home bedding on a weekly basis for washing and returning it on the following Monday.

Children may bring a small stuffed animal or other object to help adjust more easily to rest time. Other personal toys are to be left at home.

Daily Schedule – Preschool

7:15 – 8:00	Day Care Opening/Free Play
8:00 – 8:30	Breakfast
8:30 – 9:00	Choice Centers
9:00 – 9:15	Tooth brushing
9:15 – 11:00	Outdoor Play/Story Time/Choice Centers
11:00 – 11:10	Washing up
11:10 – 11:50	Lunch Time
11:50 – 12:00	Bathroom Activities
12:15 – 2:30	Rest Time
2:30 – 2:45	Bathroom Activities
2:45 – 3:00	Snack Time
3:00 – 3:30	Story Time
3:30 – 4:45	Supervised free Play/Gross Motor (outside weather permitting)
4:45 - 5:15	Closing

- *Outside play is weather permitting; gross motor activities are provided inside when weather is a problem.*
- *This is only a general guideline of your child's daily activities. Our schedule may vary due to children's wishes, special activity, the weather and depending on the needs of the children.*

Field Trips

Children who are three years old and older may go on off-site field trips depending on the curriculum and the specific class. Younger children go on less frequent field trips. If transportation is needed they are transported by a licensed, insured bus company. Parents are notified in advance of the destination and time of any field trip.

A head count is done before the group leaves the center, regularly during the outing and after children get back on the bus to return to the center.

Ratios will be maintained at all times throughout the trip. At least one of the staff members must be trained in First Aid and CPR. A First Aid Kit will accompany the group as well the Emergency Contact Information for the children and a cellular phone. Each child will wear an ID with the center's name, address and phone number. Parent permission slips are on file and parents are notified of all field trips

There may be a cost charged to the parent to help cover expenses. Parents are welcome and encouraged to attend all field trips with their child. *If you choose not to have your child attend a field trip, you must find other childcare for that day. We may require parents of children who present behavioral challenges to escort their child on all off-site field trips.*

Holidays and Celebrations

We honor and respect the traditions of all the children and families in our program. We believe in the importance of family traditions and strengthening the connection between home and school. Religious or commercial holiday celebrations are for families to celebrate out of school. We encourage children and their families to share with us what is unique about their family. Holidays can become over commercialized and over stimulating to young children as a group. When holidays are brought up in our classrooms by the children, we engage in and encourage all conversations from the child. As Early Childhood Educators, we feel this policy is what is most appropriate and best for all children at the OLFDC.

Curriculum

Our program uses Creative Curriculum to plan and the ELDS and DOTS assessment tool. Children learn from what they can see, touch, smell, hear, and taste. They learn from their everyday environment. We provide a hands-on learning approach in order to build on what they already know and to expand their knowledge. We teach and observe the children in 30 different performance standards that are broken into four categories: *personal/social, physical, cognitive, and creative.*

The *personal/social* part of our curriculum focuses on teaching the children self help and independent skills. We work on interacting with peers, problem solving skills and keeping an appropriate amount of attention to a task. These are all very important skills they will need to become successful learners now and into kindergarten.

The *physical* part of the curriculum teaches all aspects of gross motor and fine motor skills from jumping and skipping to stringing small beads, and cutting with scissors. Gross motor activities focus on large muscle control which is important for moving and coordination. Fine motor activities prepare children for future writing and reading skills.

The *cognitive skills* that are taught include sorting, working with patterns, problem solving, defining order, numbers, letters, sounds, reading, and writing. These concepts are all taught in a prepared environment that allows children to learn from doing.

The **creative part** of the curriculum will give children experience by using building materials as well as art supplies. Language will be fostered as they make believe, draw, or sing. All these activities will help children learn to communicate and use language in order to express their needs, desires, and interests.

Throughout the year children will have opportunities to explore, communicate, and learn in a safe environment. All the staff and teachers at the Our Lady of Fatima Day Care Center, Inc. are looking forward to having a great year of learning. When teachers and parents work together children have a positive school experience. Feel free to visit the classroom, speak to the teachers or volunteer your time in the Program.

Teachers are given a planning time each week in which to discuss with their co-teachers their plans for the coming week. Lesson plans are posted in each room for that week. Teachers reserve the right to change their activities at any time so that they might follow the interest of the children. However, parents will be informed about the daily activity.

Babysitting

Staff members are not allowed to solicit and/or accept child care/babysitting positions involving OLFDC families. Such an arrangement is a conflict of interest concerning the role that the staff person has in the OLFDC and the role as caretaker outside the Center. The children are not always able to differentiate between the two positions.

Parent Involvement

The OLF Day Care encourages and supports parent involvement. The children benefit when parents share their skills, interests, family traditions, ideas, assist on field trips and spend time with the children.

Communication between parents and staff is fundamental to the child's transition and adjustment into the program. For this reason, parents are encouraged to communicate daily with the staff about their child. Through close communication and involvement, bridges between home and classroom are built. The staff is then equipped to support the child's individual development and meet his/her needs and interests.

A newsletter is distributed to inform parents about classroom activities. All rooms have a bulletin board where notices of special activities and events are posted

Each day, your child's teacher will share, verbally or in writing, the details of your child's day at the Center. Each Center has a place for families to pick up their memos and notices. Please pick up and read your "mail" each day.

All Centers have a family information bulletin board. Notices of special activities and events are posted on the Bulletin board and we ask that you check it frequently to read the information and notices that posted. Weekly lesson plans are posted in the classroom. These plans describe the focus of the week's learning.

Following are some of the ways in which parents can participate in their child's program:

- Visit the center at any time.
- Take an active role in classroom activities.
- Be involved through communication with staff.
- Join a field trip or help out with a special program.
- Read a story.

Weekly activities are posted in the classroom Parent's Board. These plans describe the focus of the week's learning.

Parent/Teacher Conferences

Parent conferences are scheduled once per each semester to review your child's progress. Two times per year, Individual Child Developmental Reports are prepared and shared with you during scheduled conferences. If you

have any questions or concerns about your child, please feel free to schedule an additional conference. The director and/or teachers are also available for telephone conferences.

A parent will be kept from visiting the center if that parent is legally forbidden to do so. In such cases, the custodial parent must furnish copies of all court documents at time of enrollment.

Parent Committee

The Parent Committee involves parents working with the director to organize a variety of activities throughout the year. Some of these activities include organizing and carrying out fundraisers, helping and organizing field/community trips, the Week of the Young Child events, etc.

Fundraisers

Fundraising is done on a small scale throughout the year. Family participation is voluntary but always appreciated. The proceeds will be used to cover the cost of items for our annual holiday celebration, the purchase of small equipment and special events (i.e., The Week of the Young Child and Holiday celebration).

Volunteers

Adults who can help in a classroom or read a story are always a treat. All volunteers who volunteer on a regular basis must have a medical statement, references and a non-conviction statement on file. And they will have to be fingerprinted. Volunteers are not considered staff. Volunteers do not work alone with children and are always supervised by regularly scheduled teaching staff at all times.

Clothing

Children should wear comfortable clothes to the Our Lady of Fatima Day Care. Keep in mind that daily indoor and out door activities may include climbing running, jumping and messy activities.

Rubber soled shoes are necessary. ***Flip flops, slippery, and party shoes are inappropriate.***

The children will go outside daily. It is important that the children have the opportunity to exercise their large muscles and to get fresh air. For health reasons, it is also important the children are not inside all day passing germs to one another. If there is inclement weather, the staff will set up an alternative for large motor development.

- All clothing must be labeled, including outdoor wear.
- Two complete sets of extra clothing need to be left at the Center at all times.
- Remember that the children's activities will involve messy work. Children should feel comfortable with the clothes they wear.
- A snowsuit, boots, mittens, and hat are necessary during the colder months of the year

Transportation

The OLFDC owns no vehicles, and under no circumstances may a staff member transport a child or parent/s in his/her car. In case of serious injury, emergency personnel will provide emergency medical transportation. For field trips, we contract with licensed, insured bus companies who are responsible for safety transporting all children to and from field trips.

Nutrition

The childcare staff is committed to principles of sound nutrition for healthy, growing children.

In order for children to maintain a high level of interest and energy throughout the day, their nutritional needs must be met. The OLFDC provides nutritious meals which meet the USDA standards for children. We participate in the State of Connecticut's Child and Adult Care Food Program and we serve *breakfast, lunch and P.M. snack*. This program provides funding to ensure that each meal or snack served at the Center meets all nutritional guidelines and includes the proper-sized servings and food groups. No child is forced to eat anything, but is encouraged to taste everything. Children and staff eat together to reinforce meal time as a positive family time. Children often participate in snack preparation. Milk and/or 100% juice is offered at snack and meal time.

Weekly menus are posted in the Parents Bulletin Board and in the classrooms for easy reference. We encourage the selection of foods that reflect the cultural and ethnic diversity of the children.

It is essential that you indicate on the form provided *any allergies or special dietary needs or religious restrictions* that your child may have. Our staff and Nutrition Consultant are available to help you with your child's nutrition and eating habits. Staff do not offer children under the age of 4 these foods: *hot dogs – whole or sliced into rounds, nuts, whole grapes, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, or chunks of raw carrots, or meat larger than can be swallowed whole*. Staff cut food into pieces no larger than ½ inch.

It is prohibited the use of food as a rewards or punishment.

Toddlers are served from the regular menu. Toddlers' foods are prepared and served in small, bite-sized pieces to prevent choking. Whole milk is served to all children 2 years and younger unless otherwise indicated by the child's pediatrician.

Meal substitutions for medical and dietary needs are administered according to CACFP regulations and doctor's authorization is required. Staff will keep a daily record documenting the type and quantity of food a child consumes and provide families with that information. For children who are experiencing weight concerns, we work with the parents and child's doctor.

Please do not send: **candy, gum, soda or any kind of food to school.**

Parents may bring a special treat for a child's birthday, but are encouraged to make healthy, nutritious choices. Treats brought from home, must be store bought and have a list of the ingredients.

Drinking is available to all children throughout the day in the water fountain. Toddlers have a jug of water in the room all the time.

Birthday Celebrations

If families wish to provide a treat for a special occasion, such as a child's birthday, please notify the child's teacher or the director at least a week in advance. A simple dessert, such as cupcakes, cookies or cake will be the exception to our "no sweets" policy. If you can be there when the treat is served it will make the occasion even more special. A visit from another important adult such as a grandparent, aunt, uncle, or special family is always welcome. Gifts are not expected and will be put out of sight, if brought, for the birthday child to take home with him/her at the end of the day.

Health Policies

Health Requirements

Upon enrollment, each parent/guardian must submit Medical Form ED 191 to document that their child is **current with all immunizations** and has had a **thorough physical examination within the past year.** Any medical conditions or concerns must be noted.

Our Nurse Consultant visits the Center every week to review health records, check first aid kits and make recommendations to ensure proper program practices for health promotion and prevention of infection and injury.

Failure to comply with the program's health requirement and policies may result in your child being excluded from attending the Center

Health and Safety

The staff tries to maintain a healthy environment for the children through hand washing, disinfecting (toys, furniture, play/eating surfaces). In order to keep a safe and healthy environment in the OLFDC we ask parents to:

- Keep medical records up to date.
- Contact the OLF Day Care if your child will not be attending.
- Make the staff aware of any contagious illness the child may have or have been exposed to, so that other families may be informed.

The health policy is posted in the Parent's Bulletin Board

Illness and Exclusion

Connecticut State Department of Public Health regulations regarding enrollment of children who are not immunized due to religious or medical reasons will be followed. **Children who have not received the proper vaccinations for their age group will be excluded from the Center during outbreaks of vaccine preventable illness as directed by the State Department of Public Health.**

NOTE: Failure to comply with these health requirements and policies may result in your child being excluded from attending this Center.

Exclusion of a sick child is necessary in order to return the child to the comfort and familiarity of his/her home, where healing can most effectively take place and to minimize the spread of infections through the center.

Children need to be in good health to get the most out of their school day. You will be notified if your child becomes ill or injured while at the center. If you cannot be reached, an emergency contact person will be contacted. For the health and safety of the children and staff, you will be asked to pick up your ill child within one hour. Please do not bring your child to the center if the child cannot fully participate in the daily activities including outdoor activities.

In order to reduce spread of many illnesses, please keep your child home if he/she has the following symptoms:

- ✓ **Vomiting and/or diarrhea:** Your child may return to the center 24 hours after all symptoms are gone.

- ✓ **Runny nose with yellow or green discharge or associated with fever or cough with mucous secretion:** Any discharge other than clear is usually a sign of infection.
- ✓ **Fever of 100 degrees or above:** Children may return to the center after being free of fever for 24 hours without the use of Tylenol or other such medicine.
- ✓ **Conjunctivitis or pink eye:** Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to the center after 24 hours of successful antibiotic therapy and a medical note.
- ✓ **Rashes or skin conditions such as poison ivy, impetigo, or contagious cold sores:** Any unusual rashes should be examined by a physician. Children may return to the center, with a Doctor's note, after any sores are crusted over and dried.
- ✓ **Chicken pox:** Children with chicken pox may have the following symptoms: low fever, rash, blisters, scabs. Children may return to the center after any sores are crusted over and dried and the period of contagion has passed.
- ✓ **Lice/Hair Infestations:** Children may return to the center after receiving a specified shampoo treatment and all signs of eggs are gone and when the home environment and the child's possessions have been treated to prevent reoccurrences. Your physician will provide you with instructions for proper washing, cleaning of your home and your child's things.
- ✓ **Other symptoms that the Director or Health Department determines be a valid reason for exclusion**

Upon evaluation by the pediatrician parents must bring in a medical note informing us when it is advisable for the child to return to the Day Care.

Illness and Communicable Disease

Communicable diseases are illnesses that spread from one person to another either directly by such means as coughing, sneezing, or skin contact with infected body fluids, or indirectly by handling contaminated objects such as diapers, tissues, linens, toys, etc., or through contaminated food, or by a living carrier of disease such as a fly, tick or mosquito. The communicable disease chart is available in the director's office.

Control and prevention of these among children and staff are important in order to promote well-being, prevent absenteeism and avoid serious health problems. Several illnesses that can have serious consequences can be prevented by immunization. Proper and frequent hand-washing is the most effective measure that everyone can take to help prevent the spread of illness.

Staff must also be alert to signs that a child is not feeling well so he/she can be isolated promptly and cared for appropriately.

When a Child Shows Signs of Illness

A child who is suspected of having a communicable disease is to be isolated immediately in the office. Toddlers who cannot separate comfortably from the usual caregiver may be isolated in a portion of their room away from other children. Parents are immediately called and a parent is asked to come pick their child up or to designate someone else to pick their child up as soon as possible. We cannot provide childcare for sick children who might be contagious to others.

No child is ever to be left alone or unsupervised and an adult must always be within sight and sound of a child who is ill.

The sick child is provided with a cot and a blanket while he/she is waiting to be discharged to the care of a parent/guardian. The cot and any other equipment used by a sick child must be cleaned and sanitized after the child leaves. The blanket goes home with the parent to be laundered.

In order for a child to return to the center, the child must be symptom free for 24 hours: i.e., fever free, no vomiting or diarrhea, excessive coughing or yellow-green nasal discharge or yellow discharge from the eyes, or have an unidentified rash or nits (eggs from lice).

Parents should notify the director within 24 hours if their child has developed a known or suspected communicable disease or other illness. Some communicable diseases must be reported to the state Department of Public Health so that control measures can be taken.

A family, who knowingly withholds information regarding their child's known or suspected illness may have childcare services for their child(ren) terminated. The family of children who may have been exposed to a communicable disease or reportable condition will be informed of such in writing by the end of the same day that the condition is reported to the center. A notice of possible exposure will be posted at the entrance to the center and at the entrance to each room. Parents whose children are not at the center that day will be notified via telephone. ***If***

an answering machine is reached at the family's stated telephone number, a message will be left on the answering machine.

We believe that being pro-active in health care matters is essential to the well being of the center's children, their families and the staff.

Hand Washing

Regular hand washing is the best way to prevent the spread of infection and keep children and teachers healthy. Therefore, personal hygiene and proper hand washing procedures are taught to children and are a regular part of our daily routine.

Children and adults, including parents, teachers and volunteers, are encouraged to wash their hands when they arrive at the Center, after using the bathroom, after handling body fluids, before meals and snacks, before preparing or serving food, after playing in the sand/water table, and after handling pets.

Note: Children must be given the help they need to wash properly.

Administration of Medication

Medication will be administered to a child *only as necessary*, with approval of the Director. Only staff that has been trained specifically in the methods of administration of medication shall administer any medications.

The following procedures must be followed:

Administration of Non-Prescriptions Medications:

A. Topical nonprescription medications include:

- diaper changing or other ointments free of antibiotic, antifungal or steroidal components;
- medicated powders; and
- teething, gum or lip medications;
- insect repellents containing DEET (only once a day);
- sunscreen protection that is free of amino benzoic acid (PABA) or its derivatives with a SPF of 15 or greater.

B. Parent Permission/Medication Records

The parent/guardian must bring the topical nonprescription medication to the center in the original container and complete an Authorization for the Administration on Non-Prescription topical Medication form. This form must be completed and signed by a parent and dated.

1. The Authorization of Medication form must include the following information:

- a) the child's first and last names, address, and date of birth of the child;
- b) the name of medication;
- c) the schedule and site of administration of the medication;
- d) *statement indicating that the medication has been previously administered to the child without adverse effect;*
- e) the signature in ink of the staff member receiving the parent permission form and the medication;
- f) information on the parent/guardian giving permission for staff to administer medication:
 - Name
 - Address
 - Telephone number (including emergency contact number)
 - Relationship to the child
 - Signature
- g) the date and the time medication is started and ended.

2. The Authorization of Medication form and parent permission will become part of child's health record when course of medication has ended and maintained on file at least two years after child is no longer attending the program.

3. Parent shall be notified immediately of any medication error in writing (Medication Error Incident Report).

4. The name of the person who administered the non-prescription topical medication.

C. *Nonprescription Topical Medication/Labeling and Storage:*

- a) The medication shall be stored in the original container and shall contain the following

information on the container or packaging:

- child's first and last names;
- the name of medication;
- directions for the medication's administration;
- the date when medication brought to center.

- b) The medication shall be stored in original container away from food and inaccessible to children.
c) Any unused portion of the medication shall be returned to the parent/guardian.

Administration of Medication Other Than Nonprescription Topical Medication

Training Requirement:

Prior to the administration of any medicine, the director or program staff member who is responsible for administering the medications shall first be trained by a physician, physician assistant, or advanced practice registered nurse or registered nurse, State of CT Department of Development Services in the methods of administration of medication and shall receive written approval from the trainer which indicates that the trainee has successfully completed a training program as required by law.

The trained and approved person to administer medication shall also be present whenever a child who has order to receive medication is enrolled and present at the facility.

The facility shall have staff trained in the administration of inhalant medication used to treat asthma on site during all hours when a child who has a diagnosis of asthma and who has a prescription for an inhalant medication to treat asthma is on-site.

The training in the administration of medication shall be documented

Administration of Medication Other Than Nonprescription Topical Medication

Except for nonprescription topical medications described above, no medication, prescription or nonprescription, shall be administered to a child without the written order of a physician, dentist, physician assistant, or advanced practice registered nurse and the written permission of the parent of the child which shall be on file at the facility for at least two (2) years after the child is no longer attending the program.

A. Medications other than nonprescription topical medications may include:

- oral medications;
- topical medications;
- inhalant medications; or
- injectable (premeasured, commercially prepared syringe) for a child with a medically diagnosed condition who might require emergency treatment.

B. Parent/Doctor Records

- 1) The written order from an authorized prescriber (Authorization for Administration of Medications) shall indicate that the medication is for a specific child and contains the following information:
- a) child's first and last names, address and date of birth of the child;
 - b) name of medication, dose and method of administration;
 - c) the date prescription was written;
 - d) the schedule of when the medication should be given;
 - e) the date medication is to be started and ended;
 - f) relevant side effects and prescriber's plan for management if they occur;
 - g) notation if the medication is a controlled drug;
 - h) a listing of any allergies, reactions to, or negative interactions with foods or drugs;
 - i) specific instructions from authorized prescriber regarding how medication is to be given;
 - j) the name, address and telephone number of authorized prescribers;
 - k) the signature of prescriber;
 - l) *statement indicating that medication had been previously administered to child without adverse effect;*
 - m) information on the parent/guardian giving permission for staff to administer medication:
 - Name
 - Address

- Telephone number (including emergency contact number)
 - Relationship to the child
 - Signature
2. Medication Administration Records (MAR) for each child shall be written in ink, reviewed prior to administering each dose of medication and kept on file at the facility for at least two (2) years after the child is no longer attending program. The medication administration record shall become part of the child's health record when the course of medication has ended.

Storage and Labeling:

1. Medication shall be stored in the original child-resistant safety container or packaging shall have a label with the following information:
 - the child's first and last name;
 - the name of the medication;
 - the name of authorized prescriber;
 - directions for the medication's administration; and
 - the date of the prescription.
2. Medication will be stored in a locked area or a locked container in a refrigerator (away from food and inaccessible to children). Keys to the locked area or container shall be accessible only to personnel authorized to administer medication.
Equipment and medications prescribed to treat asthma, administer glucagons, or as an emergent first line of defense medication against an allergic response shall be stored in a safe manner, inaccessible to children, to allow for quick access in an emergency.
3. All unused or expired medications will be returned to the parent/guardian or disposed of it if it is not picked up within one (1) week following the termination of the order, or leaving the center in the presence of a witness and both staff members will complete and sign Medication Administration Record.
4. Center shall require the parents of a child who has a prescription for an automatic prefilled cartridge injector, used to treat an allergic reaction or injectable equipment used to administer glucagon or inhalant medication to treat asthma, to provide the injector or injectable equipment labeled with the information from the prescriber upon enrollment and attendance of such child at the facility, and replace such medication and equipment prior to its expiration date.

Administration of Medication Off-Site – Field Trips

Regulatory requirements and principles should be adhered to when children are on field trips. The following procedures will be followed:

1. Original pharmacy labeled container

Bring only necessary amount of medication required, such as one or two doses. The medication must be in an original pharmacy labeled container. When seeking parent's permission for field trips, notify them that a labeled container with the appropriate number of doses is necessary. For inhalers and emergency medications, such as the EpiPen, the teacher can carry the medication that is stored at the program.

2. Medication Administration Record (MAR)

Bring a copy (not the original) of child's MART and a copy of the Emergency Health Care Plan for Epi-pens. These documents have complete instructions for administration. The teacher will log when drug was administered, side effects, and any related information and will transfer information to the original Medication Administration upon return to the program.

3. Storage

Only staff that has been trained in medication administration should be responsible for transporting and administering medications on field trips and keeping the medication secure and out of reach of children.

The teacher should supervise the medication at all times and can carry it in a backpack or in an insulated bag with a cooler pack if refrigeration is required.

Our policies and training ensure that whenever a child is given medication at our center the *right child* receives the *right medication*, the *right dose*, at the *right time*, by the *right method* with documentation each time the medication is given.

All medication should be given directly to your child's teacher or to the director. NEVER PUT Medication IN YOUR CHILD'S BACK PACK.

Physician and Dentist

The OLFDC has a medical and dental consultant who works with the program regarding information and emergencies as necessary. The Director will provide their names.

Social Services

The OLF Day Care recognizes the importance of collaboration with community agencies in order to support our families and staff. Therefore, we maintain collaborations with the following: social services, mental health, public health, health centers, recreation departments, public library, adult education, and employment and training centers. After identifying a need, either through observation, our checklist, or family request, the teacher or the director will speak to the family to obtain the necessary information regarding the need. Referrals will be documented on the log form and filed in the child's record.

Follow up with family regarding their satisfaction with the community service will occur within 30 days of the referral.

Positive Behavior Guidance

The Our Lady of Fatima DCC, Inc. provides an environment where there is consistent daily routine. We have established a developmentally appropriate set of guidelines for classroom behavior and teach children the "School Rules" from their very first day. We explain that the rules are for everyone's safety and we review them often. Policy is communicated with parents at enrollment, intakes and as needed. Staff is made aware of this policy during orientation, workshops and staff meetings.

This policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures.

If exclusionary measures must be taken, the program offers assistance to the family in accessing services and an alternative placement. Our program complies with federal and state civil rights laws.

The Our Lady of Fatima Day Care Center defines unacceptable behavior as:

- A child who exhibits aggressive behavior inflicting harm on another child or staff member.
- Purposeful destruction of property.
- Possession of dangerous substances or items.
- Continual display of behaviors that are disruptive to the program and prevent the child from being integrated into the group.

Staff employment may be terminated, but is not limited to the following:

- Corporal punishment by staff is forbidden including spanking.
- No child should be subjected to cruel or severe punishment, humiliation or verbal abuse.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

Parents are asked to follow these same guidelines at home for purposes of consistency and must refrain from any form of physical or verbal punishment while in our center.

In accordance with the philosophy we strive to create an environment that fosters self-confidence and self-esteem in the children. This includes the following:

Modeling

Teacher-modeled appropriate behavior and communication coupled with positive reinforcement of appropriate choices help children learn responsibility for their actions. Appropriate behavior that is praised serves a model for other children to follow.

Prevention

A well designed and well-equipped classroom tailored to the developmental level of the children helps prevent frustration and hazards. The classroom offers opportunities for privacy, independent and constant adult supervision. In addition, the daily routine provides adequate time for play, a sense of security and a stimulating variety of activities like chants and charades during times of transitions.

Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. If exclusionary measures must be taken, the program offers assistance to the family in accessing services and an alternative placement. Our Lady of Fatima Child Care Center, Inc. complies with federal and state civil rights law.

Positive Redirection

The basic procedure used in all of our classrooms is positive redirection or channeling inappropriate behavior to an acceptable alternative. Offering the child, a choice between several new actions usually makes redirection even more effective. By being able to choose their next step, the child feels more in control of their environment and, consequentially, of themselves. Most children want to take part in our classroom activities and will choose to modify their behavior.

There are times, however, when the child may need to be alone before he or she can interact appropriately with other children and staff. Offering them this option provides that time. Speaking in a low, calm voice, we tell them what they need to do before they can return to the group. Always interact at the child's level while maintaining direct eye contact. We teach children to "calm" their bodies as a technique to help them regain their composure.

Removal

If previous methods fail to help the child modify their behavior, she or he will be asked to leave that activity area for a specified time period or, in severe instances, for the rest of the day. If inappropriate behavior persists, we will give the child a choice of changing their behavior and rejoining the class, or of playing alone. Most often, this is all that is needed. Continuous supervision is maintained during disciplinary action.

Staff will maintain open and on-going communication with parents/guardians.

Persistent Serious Disciplinary Policy

If repeated attempts to help the child modify his behavior have not proven successful, and the child is being violent and/or abusive to self, other children, staff, or property, a parent or guardian will be called and asked to pick up the child. A conference will be scheduled with the parents/guardian, director in an attempt to identify and discuss the problem behavior and develop a joint plan to correct the situation (may include a consultant or outside resource). The plan will address what is in the best interest of the child, the center, and the family. Should the unacceptable behavior continue, the center may implement any of the following:

A child will be asked to stay home until the problem has been resolved only if his/her behavioral or emotional needs require constant one-on-one attention and/or he/she continually threatens the safety of well being of self or others.

Lack of parental cooperation with the center's effort to resolve differences, refusal to attend parent/staff conferences or accept specialty referrals can also be grounds for termination of center services.

Staff will:

- The use of positive guidance
- Redirection
- Setting Clear limits
- Continuous supervision by staff during any disciplinary action
- Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment
- Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior.

The center reserves the right to exclude a child from the center if it is felt the child may injure himself/herself or others as a result of continued inappropriate behavior, if the child is unable to adjust to the classroom experience, or if the child's behavior is such that it requires the constant attention of the teacher(s). The decision to remove a child from the center shall be made by the director.

BITING ... Biting is stage and age appropriate in young children. Even with close staff supervision and an abundance of interesting activities and materials, it is unlikely that biting can be completely avoided. All bites are reported to parents. All of our children have up-to-date immunizations including tetanus and the chance of serious injury or infection from a bite received (healthy child to healthy child) is low. Comforting the recipient and redirecting and the biter, leading to reconciliation and learning alternatives to the behavior are the primary concerns.

For more detailed information or discussion, please see the Director or Teacher.

The Director reserves the right to disenrollment any child, for any reason, at any time (See Disenrollment Policy).

Child Abuse and Neglect/ Protection of Children/Mandatory Reporting

As childcare providers, it is the responsibility of the Our Lady of Fatima Day Care Center, Inc. to be alert, follow prevention strategies and take appropriate steps to protect the children in our program. In addition to the moral and ethical obligations inherent to our profession, there are federal and state laws and regulations which guide in the protection of children and in providing a safe, secure environment free from child abuse, neglect or at risk situations.

Our policy applies to complaints regarding child abuse/neglect of any description in the Center or during field trips by staff, volunteers, substitutes and others. It also applies to conduct of staff, volunteers, substitutes outside of working hours insofar as there is a reasonable association between this alleged misconduct and employment at the OLF Day Care Center, Inc.

By law, employees of the OLF Day Care Center, Inc. are mandated reporters for all suspected cases of child abuse and neglect. The Connecticut Abuse Hotline is 1-800-842-2288.

Waiting List

Unfortunately, it is not possible to guarantee enrollment for all of those who seek admission. Therefore, to make the best use of our resources and to guarantee equal access to our center, we have developed a waiting list policy: Enrollment is based on a first come, first served basis if the classroom space available and compatible with the waiting child's age. **Also, families will have to meet eligibility requirements provided from the State Of Connecticut Office Of Early Childhood.**

Exceptions may be made to the list only if the family is involved with DCF, living in a shelter for the homeless, a child with special needs as long as a supportive environment can be provided for all children, or if the family currently has a child enrolled at the center (applies only to preschool).

Priority is given to children with special needs as long as a safe supportive environment can be provided for all children. The center is committed to serving a diverse population and reaches out to those who may have limited access to early childhood education and care services.

Parking

The center has ample parking. Please do not park in spaces marked as Handicapped Parking spaces or in any space not clearly marked for parking.

For the safety of all children:

- Never leave sibling(s) in a car in parking area while bringing child into Day Care (this is against the law).
- Never leave your car running in the parking lot.
- Always use a car seat for children 8 and under.

Cultural Diversity

We promote enrollment and welcome children/families from diverse racial, ethnic and economic backgrounds. Our program stresses the importance and appreciation of cultural heritage. Classroom materials and activities reflect diverse cultures and provide experiences that stimulate children's natural curiosity about the world around them while celebrating each child's own experiences. Families are encouraged to share art and crafts, music and dance, foods, practices which represent their background.

Referrals

Many services to assist families are available within our community. These services include: social services, child guidance, mental health, public health, health centers, recreation departments, public library, adult education, and employment and training centers. All referrals made on behalf of families will be made in agreement with the family. These services can be requested by speaking to the director. Bilingual services are also available.

Our program focuses on the whole family, not only the child. Please let us assist you.

Board of Directors

The Our Lady of Fatima Board of Directors members range from current and past parents to community members and representation from the Our Lady of Fatima Church Financial Council. The President is the Pastor of the Church, Rev. A. Jorge Tchingui. The Board meets once a month and stays abreast of Center functioning through reports by the Director. Establishes policy for day care and advise and consult with director and staff. More complete information may be obtained from the Center Director.

Confidentiality

A child's records are open only to parents or legal guardians, the director, teachers working with your child, nurse, consultants, and State inspectors. Parents must sign a written "*Authorization for Release of Information*" form to allow access by anyone other than above.

Registration Fee

A non-refundable registration fee of \$100.00 is due when space is available and parents wish to secure this space for their child.

An additional \$75.00 will be charged to families on an annual basis for the purpose of annual re-determinations.

Weekly Fees

Your tuition will be based upon the SOEC (State of Connecticut Office Of Early Childhood) Sliding Fee Scale. Your sliding fee scale is based on your family size and income. Proof of family income and size is required at the time of enrollment and again every year thereafter. Re-determinations are done yearly, when a child transitions from the toddler program to Pre-k or if there is any changes to family income and family size. **Families will have to meet eligibility requirements.** You will be asked to provide proof of your family's current income (4 weeks consecutive pay stubs or 2 if pay is bi-weekly). If family income is over SMI (State Median Income) we do provide private slots in pre-school and the weekly tuition for pre-school is \$250.00.

Please let the director know when there is a change of fifty dollars or more per week, because this will affect your weekly tuition fee.

Once your tuition is determined, you will be told in writing what your fee is and how it was calculated.

All family information is confidential. Files are kept in locked cabinets in the office.

Payments

Tuition payments must be made each week. Tuition is the same each week whether your child is sick or the Center is closed. The director may make an exception for a child who has an extended illness.

Your weekly payment is due on Fridays for the following week. A payment is considered late if not received by closing time (5 P.M.) on Monday and a late payment fee of \$5.00 will be applied.

Families whose accounts are more than two weeks behind and who have not communicated with Director may be asked to keep their child(ren) at home until payment is made. Center staff will be informed that the child is not to be accepted into care until family's financial obligations have been met. If you are unable to meet your tuition obligations, please make an appointment to discuss arrangements with the director.

The OLFDC does not currently accept credit cards. Checks should be made payable to OLF Day Care and dropped off at the office on Fridays or Mondays until 5 P.M.

Returned Checks: There is a \$10.00 service fee for checks that are returned for insufficient funds or other reasons.

Financial Assistance/Care-4-Kids

The State of Connecticut, Department of Social Services, provides financial assistance for childcare to families who qualify. If you qualify, Care-4-Kids will determine your monthly/weekly co-pay based upon your specific financial circumstance.

For information on eligibility as well as how to apply for Care-4-Kids-Program, please see the director or go to www.ctcare4kids.com

After Hours Charge

The Center closes at 5:00 P.M. daily. Parents must be in by 4:55 P.M. to pick up their child/ren. Out of respect for the staff, this closing time is strictly adhered to. We encourage parents to have back-up people in place to pick-up in case they cannot get away from work on time. If a parent is late, an after-hours fee is charged and payment is due with the next tuition payment. Parents will be charged per 15-minute segment they are late.

Exceptions may be made if inclement weather or emergencies cause a large number of families to be late reaching the Center.

Building Maintenance

Maintenance and repairs at the Center occur in the evening after the Center closes, or on weekends only. Areas that have been recently painted, or otherwise renovated are ventilated before they are used by children. The facility is

assessed for radon, and other hazardous materials and precautions/actions would be taken to prevent exposure to children and adults if warranted by the assessment.

The program maintains facility free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used are applied according to the manufacture's instructions, when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.

Needed Supplies

Comfortable, easy fitting, washable play clothes are best for your child's active day. Please dress your child in shoes that are good for running and climbing and bring two extra sets of clothes to keep at the center in case your child spills or wets him/herself. The extra clothing should be changed with the seasons and the growth of your child

Children will have access to daily outside playtime, so please remember to send such items as boots, mittens, snow pants and hats when these items are appropriate. During the spring and fall, a lighter jacket or heavy sweater may be left at the center.

Please provide a small blanket and pillow for naptime.

Please take your child's pillowcase and blanket home each Friday to wash and return them to the center on Monday.

Please label everything your child brings to the center.

Items from Home

Please do not permit your child to bring toys from home into the Center. If a child has a book that may be of interest to all of the children, he/she may enjoy sharing it. Occasional special CDs or tapes from home enrich the curriculum. Before letting your child bring such an item please discuss it with the teacher. All such items should be labeled with your child's name.

Parent Complaint Procedure

Should a parent have a question or concern regarding their child or the program, we encourage them to follow the protocol listed as follows:

- 1) Talk to the teacher regarding your child or program issue.
- 2) If the parent feels that he/she has been unable to resolve his/her concerns through this initial consultation with staff, he/she should contact the Director in order to arrange for an additional consultation. All program complaints should be in writing and filed with the Director.
- 3) Complaints will be promptly addressed and a meeting will be scheduled in order to respond to the parents' complaint.
- 4) If the parent feels that he/she has been unable to resolve his/her concern with the Director, then he/she should contact the President, Fr Antonio Jorge Tchingui.
- 5) Should this procedure fail to resolve the issue, the parent may contact the Department of Public Health Day Care Licensing Program (1-800-282-6063).

This policy also works well with compliments.

Parental Responsibilities

It is the responsibility of parents/guardians to:

- Notify staff within 24 hours when a child has or has had a contagious illness. This allows precautions to be taken in order to minimize the risk of spreading infection.
- Provide current emergency contact persons and their telephone numbers for the staff to use in case of illness or other health emergency
- Have a plan in place that will allow for removal of an ill child from the center ***within one hour*** of notification by staff.
- Notify staff when your child has been given over-the-counter or prescription medications at home. This is important in case your child has a reaction to the medication while at the center.
- Provide the center with a written statement of good health from the child's physician when the child has been absent from the center with an illness for more then two consecutive days.

NOTE: This health policy serves as guideline for the center, director, staff, consultants and families

Late Pick-Ups

Parents are expected to pick up their children promptly at the regularly scheduled departure time. If a child is left at the center after closing time and we are unable to contact the parent or emergency person(s), we will contact the local Police Department. Two staff members 18 years of age or older will remain at the program with the child at all times.

When a child is not picked-up, according to contract, this is viewed as a serious neglect of parent responsibility. An additional fee of \$1.00 per minute will be charged, after the first 15 minutes, until your child is picked up. Continued lateness may result in termination of services.

Procedure for a Child Not Picked Up By 5:00 P.M.

The center closes at 5:00 P.M. daily. Parents must be in by 4:55 P.M. to pick up their children. Parents must be out of the center with the children by 5:00 P.M. Please, be considerate of our staff by departing the center by 5:00 P.M. Parent(s) are considered habitually late when their child is in the center beyond 5:00 P.M. for two or more days per thirty-day period. A child will be withdrawn from the Center for a parent(s) being habitually late. Our childcare staff works to meet the needs of families. However, if 5:00 P.M. is not a possible pick-up time for you, you will need to make other arrangements for the pick-up of your child(ren).

When a child is not picked up by closing the following will occur:

Two staff members will remain with the child until the parent arrives.

If a child is not picked up by 5:00 P.M. the childcare staff will call the parent(s) at his/her work telephone number. The parent's/guardian's home telephone number will be tried if a parent is not reached at work. If this fails, the emergency contact numbers will be tried.

If there is no response at any of the numbers, the childcare staff will continue trying the numbers until 5:30 P.M. If there is no response by 6:00 P.M., a decision related to the continued care of the child will be made. If a child has not been picked up by 6:30 P.M. and a parent or emergency back up cannot be reached, the center will make the decision to call the local Police Department for assistance. The assistance will come in the form of aiding the staff to locate the parent and/or in the form of contacting the Department of Children and Families to take custody of the child.

Continued failure of a parent, or designated adult, to pick up a child by 5:00 P.M. may lead to that child's withdrawal from the center.

IDLE FREE SCHOOL

Our program is part of the IDLE FREE CONNECTICUT. We want to do our part for cleaner air for all to breathe, especially for our children. We ask that you assist in our efforts to be an IDLE free school. PLEASE turn off your engine and avoid idling while visiting our school.

Annual Parent Survey

Parents are asked to complete a survey at the end of the year. This information helps to assess how the Program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the Program to help set Program goals for the next year. A copy of the report is made available to all parents and with suggested recommendations for improvement.

Program Evaluation

At a minimum of once a year, the Our Lady of Fatima Day Care takes a look at itself to identify strengths and challenges. We then take the results and make plans for improvement. Over the year we evaluate how these changes are impacting our program. Just like the cycle of intentional learning/teaching for the children, we evaluate, plan, implement, and observe on an ongoing basis. Families participate through surveys informal discussions and Family Committee and Board of Directors.

No Smoking Policy

There is no smoking in any part of the center, parking lot, or its fenced play area.

Withdrawal from the Center

A *minimum of three weeks* written notice is required when you withdraw your child from the center. This gives us an opportunity to enroll another child for the space your child is leaving.

Dangerous Weapons Policy

No dangerous weapons or facsimile of a firearm shall be permitted on the premises on the Our Lady of Fatima Day Care Center unless the carrier of such weapon or facsimile firearm is a peace officer.

Disenrollment

If we feel that with adequate documentation, we cannot fully meet the needs of a child, we may need to disenroll the child or refer the child to an appropriate environment. We will do our best to give at least 3 weeks' notice; However, if there is immediate concern immediate disenrollment may be necessary.

Termination of Services

The OLFDCS reserves the right to terminate day care services to any family who does not meet the necessary requirements of program policies.

Potential reasons that may result in a child being terminated from the Program:

1. Behavioral or emotional needs of a child that require one-on-one attention and/or threaten the safety or well being of the child or others.
2. Lack of parent cooperation with the center's efforts to resolve differences and/or to meet the child's needs through Parent/Staff meetings or specialty referrals.
3. Nonpayment for childcare services and/or lack of adherence to the family's financial agreement.
4. Not cooperating to obtain and maintain a Care-4-Kids certificate if eligible for one.
5. Frequent late pick-up (three times or more/month).
6. Abusive behavior and/or verbal threats by parents toward center children, program staff or other parents.
7. Extended unexcused absences.

If, in the opinion of the professional staff, a child is not benefiting from their experience at the OLFDCS or it is not possible for the program to meet a particular child's individual needs with the resources currently available, the Center reserves the right to cancel enrollment. Any tuition paid beyond this point would be refunded. Every effort will be made to meet the needs of every child based on their individual temperament, interests and learning style. In addition, every effort is made to assist the family in finding suitable childcare elsewhere. v

Hardship Policy

Families may request a waiver in tuition due to unforeseen circumstances such as unemployment for a short period of time. Director will meet with board of directors to assess the situation and determine whether or not families qualify for a waiver.

Revised December 2019

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Parent Handbook Acknowledgement

Please sign and return to the Director

I, (print your name) _____, acknowledge that I/we have received a copy of the Our Lady of Fatima Day Care Center, Inc. Parent Handbook which contains the policies and guidelines including child behavior Management techniques for the OLFDCD which has been discussed with me today. Having carefully read and reviewed its terms I agree to follow all policies contained in this Handbook.

I understand that it is my responsibility to contact the Director with any questions I have about information contained in this document.

I/we indemnify Our Lady of Fatima Day Care Center and save it harmless from all claims, demands and causes of action for or by reason of any injury or illness which hereafter may be sustained by my child while under the care of said agency. This agreement shall bind the heirs, executors and administrators of the undersigned.

I/we understand that the program will be closed on the days listed in the Family Handbook. I/we have made, in advance, alternative care plans for my child for the days the Center is closed. I/we will consult with the program director if additional assistance is needed.

Signature Date Parent/Guardian

OLF Director Signature

Susan Rosa Date

If you interested in volunteering or helping with special events for the Center, please let the Director