

Creative Playtime Preschool Program

Family Policy Handbook

Newington Parks and
Recreation Department

WELCOME

The Newington Parks and Recreation Department-Creative Playtime Preschool Program wants to take this opportunity to welcome your family to our school. The Newington Parks and Recreation Department of Newington, Connecticut has been providing high quality care early childhood education to families in our community since the early 1980's. We are committed to serving your children and providing them with an early childhood experience that promotes a joy for learning. We believe that building strong partnerships with families promotes a safe and positive place for children to learn, laugh, and grow. We look forward to working with you and your child, getting to know your family, and encouraging you and your family to become more actively involved in your child's educational experience.

Please use this Family Policy Handbook as a reference guide to answer any questions you may have about our services and policies. If you need further clarification, please feel comfortable in approaching our staff with any questions and concerns regarding our program.

Sincerely,

Creative Playtime Preschool Program

Section 1: Guiding Principles

Mission Statement

Newington Parks and Recreation Creative Playtime Preschool seeks to create a nurturing, educational environment in which children can learn, grow and feel safe with adults other than their parents.

Newington Parks and Recreation Creative Playtime Preschool seeks to promote this mission through their preschool environment and curriculum. The program shall promote opportunities for gross and fine motor development, problem solving experiences, language development, sensory experiences, health education and safety awareness. The following is an example of the experience's children are exposed to, to development in each area.

Children at the Creative Playtime Preschool will follow a flexible daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed. There will be sufficient opportunity for physical activities which will allow for fine and gross motor development. The schedule will include opportunity for problem-solving experiences that help to formulate language skills and sensory discrimination.

Children will have the opportunity to express their own interests and feelings through creative experiences in all parts of the program.

"The Newington Parks and Recreation Department is committed to providing quality parks, facilities and recreation services so that people experience positive leisure opportunities to enhance the quality of life for the entire Newington community."

Objectives

Creative Playtime Preschool seeks to foster an environment that is satisfying and beneficial on several levels.

Professional

To maintain our reputation and prominence in the community.

Ethical

To naturally integrate our individual and family core values in creating and maintaining a positive environment for everybody involved.

Social

To operate the organization in a way that actively recognizes the central role that our organization plays in the community.

Personal

To maintain an environment that fosters the personal development and goals of individuals.

We promote the enrollment of children from diverse racial, ethnic and economic backgrounds. We carefully monitor and screen our registrations and our enrollment to ensure that the children we serve represent the ethnic and cultural diversity and economic backgrounds from our community.

Philosophy

The Creative Playtime Preschool is dedicated to providing affordable, accessible, high quality services for the Greater Newington area. Through a shared partnership between qualified staff and families we are able to support children's intellectual, social, emotional and physical development in a positive environment that fosters children to have a love for learning. Our programs and practices reflect any recommendations and policies of the Connecticut Department of Public Health and the Connecticut Office of Early Childhood.

The Creative Playtime Preschool provides a rich resource of experiences and educators that create unique learning opportunities for children in the community and our on-site preschool program. We believe the strength of our integrated program lies in the dedication of our professional educators. We support our educators with training, resources and freedom to create unique learning experiences for our children. We believe in positive methods of behavior guidance that focuses on long-term self-regulation and emotional wellbeing.

The Newington Parks and Recreation Department and Creative Playtime Preschool is in continuous development and reflection as it is applied to our environments, practices, and relationship with the community. Parent involvement is a vital part of a good early childhood program. Parents are the most significant adults in a child's life. We work to create mutual respect between parents and educators resulting in a partnership for the benefit of the child. We have an open-door policy. Parents are welcome to drop in and participate in their child's learning experience at any time.

Child Outcomes and Goals

Our primary goal is to foster competent learners across all ages and domains of development, consistent with the CT Early Learning and Development Standards, and that have essential dispositions that result in the ability to be:

Creative

We will support young children's growth and development by encouraging creative thinking and novel approaches to solving problems. Children will have opportunities to create, express themselves in variety of ways, and approach problems from new perspectives. The focus of early learning experiences will be on the process instead of the product, promoting learning, exploring and thinking over achieving a specific result or answer.

Inquisitive

We will encourage children to explore, seek new information and ask questions. We will help children feel comfortable questioning information, testing out new ideas, and simply playing with materials in new and unusual ways. We will create a safe environment in which children can explore and experiment.

Flexible

We will foster children's ability to adapt to new situations, to be flexible in their responses and to actively engage in new environments. We will promote resilience through exposure to new ideas, environments, and situations in meaningful ways.

Critical Thinkers

We will encourage children to use critical thinking skills to help them organize and use the great amount of information available today. We will support them to understand the concepts behind specific skills as well as provide opportunities for higher order thinking that allows them to question the accuracy of information they receive.

Purposeful and Reflective

We will promote children's engagement in purposeful action. Very young children should be actively involved in play and will benefit from reminders of the results of their actions. Preschool children should play an active role in planning experiences, setting goals, and celebrating accomplishments. They are encouraged to be reflective and to learn from mistakes.

Social Learners

We consider social interaction to form the basis for children's learning. We encourage children to interact with adults and peers, ask questions, and to jointly solve problems. We provide opportunities to learn through cooperative experiences with adults and children.

Guiding Principles

The Creative Playtime Preschool encourages investigation as well as both educator and child initiated experiences through which children will meet specific goals as outlined by the Connecticut Early Learning and Development Standards. This curriculum stands on fundamental beliefs and guiding principles that provide a foundation of support for young children as stated in the CT Early Learning and Development Guidelines.

We believe that children:

- Are capable and competent
- Learn best when their basic needs are met
- Are unique in their growth and development
- Develop and learn within the context of their family and culture

We believe that families:

- Are the primary caregivers and educators of young children
- Are critical partners in all early learning environments
- Are strengthened through cultural understanding and identity development

We believe that early learning environments:

- Support young children to learn in the context of positive relationships
- Reinforce the importance of the cultural context of young children, families, and communities
- Provide opportunities for active exploration
- Provide meaningful inclusion of children with special needs where appropriate
- Provide experiences that are relevant and integrated across domains of development
- Intentionally promote the development of skills and knowledge
- Provide opportunities for children to benefit from diversity
- Support children's language development in their primary language as well as English

We believe that strong communities:

- Believe in, invest in, and provide a full range of high quality resources for young children and families that support early growth and development
- Build a sense of belonging and identity with both family and community culture

The Creative Playtime Preschool Program

For children ages 3-5 yrs. The Creative Playtime Preschool is a fully licensed State of Connecticut Childcare operation. CT License #16474. This program is a great introduction to a classroom environment! Class time consists of a balance of free play and structured activities, child interests, including Arts & Crafts, Storytime, Snack, and Circle Time. This program will benefit your child's socialization, motor skills and enhance their imagination. All classes are held in the Town Hall Mortensen Community Center Romano Room. Registration for the program begins every February and all information comes out in the Parks & Recreation Spring Brochures.

Daily Program Schedule

7:30-9:00	Arrival Open play
9:00 AM	Planned Preschool Curriculum Experiences
10:15 AM	Bathroom Break
10:30 AM	Morning Snack
10:45 AM	Circle Time Educational Instruction
11:00 AM	Outdoor/Gymnasium Activities
11:45 AM	Bathroom Break
12:00 PM	Dismissal for AM Session Students
12:05 PM	Lunch Break
12:30 PM	Rest Time for Full Day Students
1:00 PM	Arrival of PM Students, greet children, attendance, individual play
1:15 PM	Planned Preschool Curriculum Experiences
2:00 PM	Bathroom Break
2:30 PM	Afternoon Snack Time
2:45 PM	Circle Time Educational Instructions
3:30 PM	Outdoor /Gymnasium Activity Time
4:15- 5:30	Dismissal Time

Section 2: General Operations

Calendar and Hours of Operation

In the event that the program finds it necessary to change the scheduled days of operation, every effort will be made to inform you of this change at least 30 days in advance.

The Newington Parks and Recreation Department-Creative Playtime Preschool is open from 7:30 a.m. to 5:30 p.m. Monday - Friday from August through June. The morning program will run from 7:30 a.m. -12:00 p.m. and the afternoon program will run from 1:00- 5:30 p.m., and the all day program runs 7:30 a.m. -5:30 p.m. During the summer months (9 weeks) we offer our Summer Sunshine Camp program for ages 3 and 4 year old's from 7:30 a.m.-5:30 p.m. We closely follow the Town of Newington school schedule for holidays and vacations, though our school schedule may vary slightly. Please refer to our current school calendar for exact dates.

Cancellations and Schedule Changes

Our policy is that if the Newington Public School system closes its schools prior to the start of the school day, then our classes are cancelled. If the Newington Public Schools have a late opening we will open at 8:30 a.m. If Newington Public Schools have early dismissal, our program closes at 12:00 p.m. and we will not have an afternoon class that day. If our classes are cancelled, due to weather we will not make -up classes at the end of the school year. We reserve the right to close at times of threatening or dangerous weather and or emergency conditions. There will be no tuition adjustments for these changes.

Family Vehicles -Parking and Idling

Parents are asked to park in the Town Hall parking lot outside the Mortenson Community Center entrance into the facility which is close to the classroom area. Parents must park in a parking space. The doors will be locked until 7:30 a.m. Families should not leave unattended children in their cars while dropping off and signing-in their preschooler. Please do not leave your vehicle idling in the parking lot.

Admission to the Program

Our program serves children 32 months to 5 years old. (If your child is going to turn three before December 31st they can start in the program in September of that year). All program participants must submit all required paperwork and must provide emergency contact information and an updated Physical Form signed and dated by his/her pediatrician in order to be admitted to the program (this physical form must remain current within one year, updated as physicals occur). All paperwork will be kept on file in the Parks and Recreation Office for a minimum of two years thereafter.

Entrance to Class

The teachers will signal the start of class by opening the classroom door. Every effort will be made to start and end our class promptly. Your child will then be directed to hang his or her coat and backpack on the cubby inside our classroom. **ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S NAME.** Please have your child wash their hands or use the bathroom before class begins. It is imperative that our students remain with their parents while waiting outdoors for class to begin.

Attendance/Sign-In

A table with the sign-in notebook is located at the entrance to the classroom. We take attendance daily with the Hi Mama App to assure accurate accounting for each child. Please do not send a child into the building unattended.

Developing your child's independence

We understand that leaving your child at drop-off can be hard for both you and your child, especially for the first few weeks. However, we ask that when you drop your child off, sign in, and exit quickly. This will help your child transition into the day and promote independence.

Registration, Enrollment, and Orientation

Families will fill out the registration packet that includes personal information, financial information, health form, and permission forms. Any request for changes to the registration information may only be done in person or in writing by parent or guardian who registered the child into the program. This request should be brought to the Newington Parks and Recreation Departments Office to make these changes. The changes may include the following; a tuition agreement change, adding or removing authorized individuals for pick-up, or any other personal information that is on file in the registration document process.

Tuition and Fees

The Creative Playtime Preschool offers a convenient and flexible schedule, you can register for one day per week or for all five days. We offer a full day program and half days in the mornings or afternoons. We also offer Flex Day program, which gives you the opportunity to sign your child up for an additional program when you need extra care (depending on availability). The fees are calculated per each full day by morning, afternoon and full Day sessions. A 25% (nonrefundable) deposit is due at time of registration. There are additional discounts if you pay in full or sign-up full days or a resident of Newington. A payment plan is available and if you choose this option, the remaining balance will be due in three equal installments in August, November and paid in full by January. All payments and tuition agreements will be made at the Newington Parks and Recreation Department Office.

Withdrawal of Children / Refunds

Our refund policy follows the Town of Newington Parks & Recreation Department Guidelines for program registration. No refunds will be given once you have registered for a program unless participants cancel their registration due to an illness or injury which prohibits active participation in the program and is documented by a physician. No refunds will be issued without a completed Refund Request Form accompanied by a doctor's note. Forms are available at the Parks and Recreation office. If a refund is granted, the amount will be pro-rated to reflect the number of classes remaining from the date the refund request form was submitted. A \$20.00 processing fee will also be deducted from any refund issued.

The Parks & Recreation Department reserves the right to terminate a child's enrollment if that child is deemed to not comply with the policies and procedures of the program. Advance notice of 30 days will be given.

Arrival and Departure Procedures

Families must sign their child in and out daily. A table outside the entrance to the room will have the sign-in and out book for you to sign and record time of drop off and pick up. Drop-off time is between 7:30 and 9:00 am. All preschool children are expected to be in the school no later than 9:00 a.m. in order to have full advantage of the educational program in the morning and full day program. The afternoon children are expected to be dropped-off between 1:00 – 1:15 p.m. so that the program can be run with the least interruptions

The Director and teachers will check attendance sheets to ensure compliance to the sign in/sign out policy as well as attendance policy. All families are required to sign in and out by using their legal names. As required by licensing, children must be signed out daily upon pick-up by the parent or other authorized individual approved by the parent. Parents must list authorized individuals that can remove their child from the school by submitting names on the registration form and emergency contact list. If staff does not recognize the person picking up your child, the individual will be required to present a photo ID. If this information is not available, the child will not be permitted to leave with this individual. In an emergency, if a parent needs to have their child picked up by an unauthorized individual not on their list, the parent is required to call and speak to the teacher, or Director, or the Newington Parks and Recreation Department office and describe the person who will be picking up their child and answer some personal questions to ensure identity of caller is the parent. This individual will be required to present a picture ID. If there are any doubts as to who is picking up a child, the parent or emergency contact person will be contacted for more information before releasing the child. Please refrain from using a cell phone when picking up or dropping off your child.

Classroom Phone number: 860-665-0114

Director and Newington Parks and Recreation Department Office: 860-665-8666

Remember that transition for the children and parents may require special handling that will ease their separation concerns. This will ensure the child and parents the utmost security in dealing with their separation. Parents are more than welcome to call and check in on their child at any time. We operate with an *open door policy* which is required by licensing regulation.

Interactions with parents are to be kept positive, confidential, and confined to School/child related matters. Concerns should be noted in the daily log.

Two Staff (18 years or older) shall be present when the site is opened and closed. Families will need to stay with their child until there are two staff members present in the drop off room.

Closing and Late Fees

The Creative Playtime Preschool closes promptly at 5:30 p.m. There is a per child late fee of \$20.00 per 15 minutes that a parent is late picking up a child (for example: 5:31-5:45 pickup = \$20.00, 5:46-to 6:00 pm = \$40.00). Repeated tardiness or late pick-ups will result in the following procedures:

- 1st offense – written warning and fees
- 2nd offense – written warning and fees
- 3rd offense – one-day suspension with fees and tuition due
- One week suspension for every offense thereafter with fees and tuition due

In the event that a child has not been picked up, or that the family has not notified the school of their late arrival by 5:31 the following procedure will take place:

- Two staff members will remain at the center with the child.
- The Director will be notified immediately and informed of any child left at the school past designated closing time. If a staff member cannot stay with a child, the staff member will remain with the child until the Director or staff member staff returns to the school.

- A staff member will try to reach the child's family by phone either at work, home, or by cell phone. If unable to contact the parent the emergency contacts will be called.
- Staff will reassure as well as provide appropriate activities and a snack if available to the child.
- In the event that a parent, emergency contact, or alternative pick-up individuals cannot be reached or has not been heard from by 6:30 pm, a staff person will inform the local police department and follow their instructions. If they request that the child be brought to the police station, a staff person may not transport the child, but will remain with the child during police transport and until social service authorities assume responsibility.

Photography, Video, and Publicity

Photographs and videos of the children participating in our programs will be taken and may appear in newspapers, magazines, brochures, websites, social media, or other media outlets. You may give permission for photographs and videos that include your child to be used without compensation for publicity purposes and/or internally for portfolios, classroom displays, and assessment. You will find this release form in your registration packet. If you have any concerns, please discuss it with the Director.

Security

The families who attend the Creative Playtime Preschool should enter the building through the main door located in the Mortensen Community Center/Parks & Recreation Department of the facility. The classroom doors are locked upon entrance. If the Creative Playtime Preschool staff are not familiar with an individual dropping off or picking up a child we will ask for their I.D. and check the authorization list or any messages from parents to allow entry and or pick-up.

Complaint Procedures

Families are encouraged to bring concerns, questions, and requests to our attention. It is preferred that families speak with the Director. The resolution of problems will be approached using the following steps toward agreement:

- Staff will listen to the concern
- Families may request the desired solution
- Feasibility of requests may be considered with regard to program policy and appropriate practice
- Solutions may be presented to the family

If the family is not satisfied with the proposed solutions, they may take their concerns to the Newington Parks and Recreation Departments Recreation Supervisor. If the matter is not resolved to the family's satisfaction, complaints can be taken directly to the Connecticut Office of Early Childhood (OEC) Department of Public Health at 860-509-8045.

Ratios and Group Sizes

Ratios and group sizes permissible by regulation are:

- One staff person for every ten children over the age of three with a maximum group size of twenty.

Toys from Home

It is fine to bring in your child's soft toy to use for comfort purposes during nap time. Please do not have your child bring in other toys from home unless your child's classroom has scheduled a special event. Please be aware that bringing personal items are at your risk of loss or damage.

Birthdays

We want families to celebrate their child's Birthday here at school. Families are welcome to send in "goodie bags" for all the children and we will announce their birthday and where a special crown for the day. The "goodie bags" will be handed out to the children during their dismissal time and parents can monitor the contents to make sure it is safe for their children to have. Please let your child's teacher know in advance that you will be bringing in a "goodie bag" for the entire class.

Section 3: Health and Safety Policies

Hand Washing Upon Arrival

Once the child has unpacked their belongings, they will be asked to wash their hands. This helps to avoid the spread of germs among children at the school. Hand washing procedures are posted above the classroom sinks.

Child Health Documents

In order to attend Creative Playtime Preschool children must have on file at the center a record of good health and immunization signed by a physician (ED-191 Health Assessment form), PA, or APRN - current within one year and 30 days. This form must be updated annually. Child health files include health screens pursuant to Early and Periodic Screening, Diagnosis and Treatment (EPSDT). Additionally, children who have special health care needs or developmental variations are required to have an "Individual Plan of Care" (IPC) completed and on file. No child will be permitted to attend until current health documentation is on file.

Flu Vaccine

The flu vaccine is also required on an annual basis for children in licensed child care programs. Documentation of this vaccine must be on file by December 31st of each year in order for the child to continue attending school.

Sick Child Policy

Children in the Creative Playtime Preschool need to be in good health in order to get the most out of their school day and to protect others from illness. Parents/guardians are responsible to call the school and inform us that their child is sick and will not be attending school today. Children who have symptoms of illness and cannot fully participate in both indoor and outdoor activities will not be allowed to attend the program. The following symptoms will exclude the child from participation:

- Fever of 100 degrees or above: The child will be sent home and may not return to the center for 24 hours after the fever has broken and without the use of fever reducing medication.
- Green or yellow nasal discharge with or without a fever or cough: Any discharge other than clear may be a sign of infection. The child may return to the center when symptom-free or if a physician who verifies in writing that the child is not contagious and may fully participate in the program has seen child.
- Vomiting and/or diarrhea: The child will be sent home if they have had three episodes of diarrhea or have vomited once. They may return when symptom-free without the use of medication.
- Conjunctivitis/pink eye: A child who exhibits redness, itching, or discharge from the eye

- will be sent home. The child may return 24 hours after the start of antibiotic treatment.
- Chickenpox: Symptoms of chickenpox are fever accompanied by a rash or blisters. The blisters take several days to appear and to scab over. The child may return to the center once ALL scabs have dried over. All cases of chickenpox must be reported to the health department.
- Head Lice: Children may return to school once the child has been treated with a specific shampoo designed for lice and all the eggs are removed from the child's hair. A staff member will recheck the child's hair upon return to the center.
- Skin rashes, cold sores, Fifths Disease, Impetigo, and Coxsackie: A physician must see any rashes that are in question. The child may return to school with either a physician's note stating that the condition is non-contagious, or when symptom-free.
- Children with open sores on their hands will not be permitted to participate in water play.

Parents will be immediately notified of their child's illness. If the parent cannot be reached, the emergency contact will be notified. It is expected that the child will be picked up within an hour after notification. The child will be made comfortable while waiting for pick-up and will do our best to separate from the other children, with supervision, to prevent possible spread of infection to others. Children returning after illness must see the teacher or director upon arrival and provide any pertinent information regarding the illness as well as leave medication (Epipen, inhalers, nebulizers) and instructions if needed.

If your child is absent due to a contagious illness or condition and has been diagnosed by your child's Health Provider, a note is required for them to return to limit the exposure to others of the illness or condition.

Administration of Medication

The Creative Playtime Preschool staff will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and EMERGENCY oral medications (i.e. Benadryl) with parent's consent. These medications can only be administered to children with parent/guardian and the child's licensed health provider signed permission by completing the "Administration of Medications Authorization Form." If a child has a health condition that may require emergency or supportive care during the day an "Individual Plan Care" will be necessary to complete by the parent, school staff, and/or health provider. The IPC will be reviewed and signed by all staff that may be providing care for this child and kept on file at the school.

Parents will be notified when/if a child has been administered any emergency medications. Only trained and authorized staff will be permitted to administer medication.

Administration of Non-Prescription Topical Medications

Non-prescription topical medications can be administered to a child if they are the following: ointments which are free of antibiotic, antifungal, or steroidal components, medicated powders, or teething medication. It is required that the parent complete and sign an "Administration of Non-prescription Topical Medications Authorization" form and provide the non-prescription medication in its original container with the child's name labeled on it, the name of the medication, and directions for the medication's administration. The topical non-prescription medications must be stored out of the reach of children, in the original container and be labeled with the child's name and directions for administering.

Petition for Special Medication Authorization

If a child requires special medication, a petition for special medication authorization will need to be

completed and submitted to the CT Office of Early Childhood. If the OEC grants the petition, no medication may be administered until after the proposed training program has been successfully completed and a written certification from the physician, advanced practice registered nurse, physician assistant or registered nurse who provided the training is submitted to the OEC. Once the certification is received, the facility will be notified in writing by the OEC that approval for the petition for special medication authorization is granted. Until then, unlicensed personnel will not be allowed to administer this medication. The parent is responsible to provide detailed information to complete the petition process to be submitted to the OEC for review. It is recommended that the child not be allowed to attend the program until his medical needs can be addressed.

Sunscreen

Parents are to send their children to school with sunscreen on from May through June and September. Additional applications will be made as needed later in the day. The Creative Playtime Preschool Program requires the parent to sign a form to give staff permission to apply sunscreen to their child when needed or requested. Topical nonprescription medications include items such as sunscreen or sun block with UVB and UVA protection of SPF 15 or higher and only insect repellent containing DEET (applied only once a day) can be used. These containers must be labeled with the child's name and stored in a designated area until needed.

Allergy Awareness

The school is committed to the health and safety of all children. Due to the increasing number of children with allergies, we will promote an "allergy-safe" environment in all classrooms. Parents are expected to share this medical information during the registration process or when they become aware of the allergy so that classroom staff can be aware of it. Due to the nature of most allergies, some of which are severe, we make every effort to exclude any foods that may contain allergens when necessary and have children seated separately from others that may have foods that may contain allergens. The health consultant and the director work together to provide recommendations and assist in developing Individual Care Plans to accommodate children and staff in our facilities who may have allergies.

Clothing, Temperatures, and Outdoor Play

Families should dress their child appropriately for play, as well as weather conditions. Children go outside daily except when inclement weather occurs. When the temperature exceeds 80 degrees more fluids will be provided. Children will not play outdoors when administration notifies staff that air quality or weather is unhealthy for outdoor play. Otherwise, all children will go outdoors daily. The classroom ambient air temperature shall be at least 65 degrees. Families need to provide a complete change of clothes with their child's name labeled on everything. Children should wear only closed toed shoes for safe play.

Toilet Training Policy and Procedures

Creative Playtime Preschool expects that all preschool children enrolling be toilet trained during the hours in which they attend. If the parents are in the process of toilet training their child, we can provide resources and guidance to families to assist in this developmental skill so they may enroll into our program. We help with zippers, buttons, etc. Children will wash their hands with soap and water after using the bathroom. There is one bathroom located in the classroom and additional bathrooms just across the hall. Children will be supervised during bathroom use. Parents will be asked to supply extra changes of clothes for expected accidents. While we understand that accidents may happen, and teachers will assist them immediately but in certain situations, parents may be called in to pick up their child.

Snack

Children should bring a **healthy snack** and beverage in their lunch box for a half day and 2 healthy snacks for a full day. Please label the outside of the lunchbox with your child's name and include all necessary utensils, (i.e., spoon, napkins, straw, state-mandated cold pack, etc.). Food allergies must be noted on the child's paperwork. We will discuss the allergy with the parent to determine the severity of the allergy and emergency procedures. If an allergen-safe food product appears to contain nuts (e.g. sun butter, etc.), please label the food as "allergen-safe" or "nut-safe." Please do not send your child to school with cookies, candies, fruit snacks, chips, etc. We discuss healthy food snack choices with the children throughout the school year.

Lunch and Food from Home

A break for lunch is only included with the full day session. Lunches are not provided; children must bring in their own lunch. There is a microwave available for heating food but refrigeration is not available - please include a cold pack in your child's lunch daily if it includes perishable food item or food items that need refrigeration. Please provide enough beverages for the day including at least one water bottle. This will allow an adequate supply of liquids for the day.

All food storage and preparation will be in accordance with public health regulations. The following guidelines will be followed:

- All foods should be pre-cut
- If bringing in hotdogs they need to be split in half the long way before we can serve them.
- If bringing in grapes they need to be cut in half before we can serve them.
- Food will be stored in non-breakable containers labeled with the child's name and date.
- No food will be shared between children.
- The center will keep an allergy -safe environment when necessary.
- Uneaten food and drinks will be discarded after meals and not returned home.

Preschool Nap/Rest Time

All preschool children that attend the all-day session are scheduled to rest or take a nap during the early afternoon. Preschool children are provided a cot. Parents can send in a blanket and stuffed animal for their child to have during their rest time. Teachers will establish a calm and relaxed transition routine between lunch and naptime that may include the following steps:

- Clean-up from lunch
- Toileting and hand washing
- Preparing cots for sleep
- Soft music may be used if it has a calming effect for children, but is not always the case.

Child Abuse and Neglect Policy and Procedure

All childcare providers are mandated by law to report suspected or observed child abuse or neglect to the police or to The Department of Children and Families (DCF). It is the policy of the Newington Parks and Recreation Department and Creative Playtime Preschool that all employees must report suspected cases of child abuse and neglect to the administrative team of the center **and** to DCF.

Definitions of Abuse and Neglect

Child abuse is the non-accidental physical or mental injury, sexual abuse or neglect of a child under the age of 18 by a person responsible for the child's health, welfare or care, or by any person given

access to the child by the responsible person. The forms of abuse and neglect include:

- Physical abuse: injuring a child by shaking, beating, burning or other similar acts.
- Sexual abuse: engaging in sexual behavior with a child or allowing sexual exploitation of a child.
- Emotional abuse: excessive belittling, teasing or berating which impairs a child's psychological growth.
- Neglect: failing to provide for a child's basic needs (i.e. food, clothing, shelter, hygiene, education, medical care and supervision).
- At-Risk: placing a child in danger of abuse or neglect (e.g. threatening a child with bodily harm).

Abuse and Neglect Mandated Reports

The State of Connecticut requires all Childcare Institutions and staff to be on the lookout for, and report to the state, any and all cases of abuse or neglect to a child. The Creative Playtime Preschool Program staff are therefore, mandated to report to the Department of Children & Families (DCF) any suspected cases of child abuse and/or neglect. All other employees are expected to follow the same procedures.

Suspected Abuse/Neglect Situations Procedure

If an employee suspects possibility of abuse/neglect, the following procedure must be followed:

1. The reporter shall make an oral report of suspected abuse to DCF within 12 hours.
2. The reporter will also report the suspected abuse to his/her immediate supervisor. Any incidents involving the childcare division must be reported to the Director and Recreation Supervisor. The Parks & Recreation Superintendent or his/her designee will be notified immediately of any reports.
3. A written report is to be filed within 48 hours to DCF by the reporting staff member.

If the suspected abuse/neglect involves an employee or volunteer of the Newington Parks & Recreation Department and Creative Playtime Preschool Program additional administrative actions will be instituted:

The Parks & Recreation Superintendent/Creative Playtime Preschool Director shall be immediately notified.

1. The Administrator and/or reporter must call and make a "Self-Report" to OEC within 12 hours or may be subject to arrest.
2. The Parks & Recreation Superintendent/Creative Playtime Preschool Director shall have the option of immediate suspension with pay or reassignment of named employee.
3. The Parks & Recreation Superintendent/Creative Playtime Preschool Director shall have the option to terminate the employee immediately depending on the severity of the incident.
4. The Parks & Recreation Superintendent/Creative Playtime Preschool Director shall schedule a meeting with a special committee to determine most appropriate action.

The procedure for protecting the child during an allegation involving a staff person:

1. The staff person/s involved will be removed/or terminated immediately depending on the severity of the complaint or incident from the site that the child attends during the investigation.
2. An "Employee Investigation Suspension Notice" will be utilized to document the incident and the outcome and decision of the investigation.

3. The child and family may be counseled and supported emotionally by the staff.
4. If additional support is needed for child and family, outside resources may be referred and implemented, i.e. Social Service Consultant, Sexual Crisis Center, etc.
5. Our Social Service consultant may be contacted for advice concerning allegations, both for family support and staff support.
6. If DCF has determined that it is not an abuse or neglect case, the Parks & Recreation Superintendent/Creative Playtime Preschool Director will make a decision on whether the employee involved in the allegation can return to their assignment during the investigation process by OEC.
7. The family of the child/children involved in the incident may be contacted of the employee's pending return to ensure they are comfortable with this arrangement. If the family feels uncomfortable with this employee returning to the program the Creative Playtime Preschool Administrative team will maintain the employee's suspension or reassignment until the OEC investigation has been completed before returning to their regular position.
8. Before the employee can return the Creative Playtime Preschool Administrative team will review policy and procedures on our "Child Behavior & Development Management Policies," provide additional trainings if necessary.
9. The employee will be placed under direct supervision at all times while the OEC investigation is in process.

Abuse and Neglect Prevention Activities

Staff Development:

- All staff will receive a copy of the Abuse and Neglect Policy.
- The policy will be reviewed with staff annually.
- Staff is required to attend training on the recognition and reporting of child abuse and neglect when provided or directed by the center.
- All staff will have annual training on DCF mandated reporting requirements and the programs policy and procedures will be reviewed with each staff during their annual evaluation.

Family Education:

- The Creative Playtime Preschool Administrative team will make visible information regarding child abuse and neglect prevention and intervention, and maintain networks and resources for families on appropriate discipline and healthy parenting.
- The Creative Playtime Preschool Administrative team and staff will serve as an advocate of young children by participating and supporting community, state, and national efforts to educate about and prevent child abuse and neglect.
- As part of our safety curriculum, children will be instructed in personal safety. Prevention occurs each time a child is encouraged to express his/her feelings; is helped to think of solutions and alternatives to problems; is given permission to assert himself/herself; is allowed to have privacy; and is expected to listen to what others say and feel.

Accident/Incident Reports

Accident/Incident Reports are located in the preschool and will be filled out and kept on file. The report will include a description of the accident or incident by documenting the nature of the injury, illness or accident, the date, time of occurrence, location, and action taken by the preschool staff. The written report will be shared with the parent (no later than the next business day) and signed and kept in the child's file.

Emergency Plans and Procedures

The Creative Playtime Preschool has detailed plans and procedures for emergency preparedness across a wide range of situations including fire, severe weather, natural disasters, and intruders. For any emergency that requires evacuation, parents will be contacted by phone. Alternate sites that may be used if re-entry is not allowed: Lucy Robins Welles Library. Located behind our building. The staff will follow the instructions recommended by the Emergency Civil Preparedness Center and our local Department of Public Health to ensure the safety of the children. Community or city wide evacuations will be broadcasted on the following local stations: Channel 5 Nutmeg TV, WDRC 1360 am, and WTIC 1080 am. Until help arrives children and staff will remain at the site in the designated "safe zones" in the facility unless instructed otherwise.

Medical Emergencies

In the event of a medical, dental emergency or an accident, we will contact the parent immediately while providing emergency first aid care by a trained staff member. The parents will also be notified and an incident report will be completed in all cases of injuries to a child's head. If it is impossible to reach either and should emergency treatment be required, the child will be taken to the closest medical center.

In the event of a serious accident or a severe medical event, a qualified staff will administer necessary and immediate first aid. If the child is in need of emergency hospital care, 911 and the parent will be called immediately. A staff person will contact the Creative Playtime Preschool Director or Recreation Supervisor of the incident as soon as possible so they may assist and ensure that medical needs and program needs are addressed. If it is determined by emergency medical technicians that the child needs to be transported to the nearest hospital or the medical center, the parent or a staff member will either accompany or meet child at the hospital to provide important information to emergency personnel, if possible.

Fire Drills

We exit the building immediately outside the classroom, we will escort the children either to the playground across the street or in inclement weather we will go to the Lucy Robins Welles Library next door. We immediately do a head count and re-enter the building when we receive the "all clear". Fire drills will be conducted monthly.

Section 4: Educational Practice

Curriculum

The Creative Playtime Preschool provides a classroom with a copy of its curriculum pedagogy and guidance document. All teaching staff are expected to read, regularly utilize, and follow the expectations and methodology presented there. Parents may request to see a copy of the curriculum if they are interested.

Learning Experience Plans

Our classroom will post their weekly learning experience plans on the parent board. These plans will inform families of the activities that will be implemented across the week, and topics of investigation that will be in focus. Parents are encouraged to check the plans regularly so they can talk to their children about their day and what they have learned.

Staff Education and Professional Development

The teachers of Creative Playtime Preschool are professionally trained with degrees and/or credits

in early childhood education. We take pride in providing our staff with continuing education beyond minimum requirements set by licensing regulations in order to ensure high program quality.

Confidentiality

A confidential file for every child is maintained in Newington Parks and Recreation Departments Office in a secure file cabinet. That file contains registration information, health records, emergency contacts, individual care plans, and other information pertaining to the child and family. Medical records are also accessed by the Health Consultant for the purpose of immunization tracking and meeting individual needs as in the case of allergies or medical restrictions. This information is shared with teaching staff as necessary. Families have the right to access their child's confidential files at any time upon request.

Families can request conferences to discuss information at any time. No progress summaries or developmental information, written or verbal, will be shared with agencies or personnel outside of the center without specific written permission from families.

Assessment of Child Progress

Staff will be observing and documenting progress of children throughout the year to assess their development across the domains consistent with the CT Early Learning and Development Standards. Assessment tools used are the CT DOTS. The data collected from assessment is used to plan learning experiences and best teaching strategies for groups and individuals. Early childhood assessment is based on observations that are to be documented to describe conversations, behavior, art work, journal entries, photographs, and work samples that can be shared with parents, displayed in the classroom, and included in children's developmental portfolios.

Any child whose developmental assessments show that they are below expected age indicators in any area of development will have an individualized planning.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. These experiences have educational value and are closely tied to the curriculum and learning standards. Field trips can be something very special for a child. We always welcome parents to serve as additional chaperones on these special excursions.

Inclusion of Children with Special Needs

The Creative Playtime Preschool is compliant with the ADA in matters related to the admission and accommodation of children with disabilities. It is hoped that families disclose the nature and extent of the disability to the Director prior to enrollment, but that may not be the case. When indicated, a meeting between staff, family, and relevant support service providers will be held to determine the child's needs and to design program modifications necessary for the child's comfort, functioning, and access to equipment, activities, and materials. An Individual Plan of Care (IPC) or Individual Behavior Management Plan may be developed to ensure that the child's needs will be met to the extent possible. The school will work cooperatively with support services and agencies to determine appropriate strategies and accommodations.

Child Behavior Management

Our goal is to teach children self-control and pro-social behaviors through Positive Behavior Support Procedures. In this process, we support the child in learning to function both as an individual and as part of a group. The goal is for children to learn self-regulation so that they meet three behavior expectations: to be kind, safe, and responsible. No other behavior management systems or

discipline techniques are to be used unless part of an individual behavior management plan that has been developed by specialists and approved by administration and the family.

Children's development and behavior are taken seriously at Creative Playtime. It is the responsibility of our staff and director to provide a safe, supportive, and developmentally appropriate program to all children to the highest degree possible. Therefore, we will adhere to the following policies on child behavior management and accommodation of special developmental needs.

Child Discipline Policy:

It is expected that all Creative Playtime Preschool employees will implement positive techniques in the guidance of young children's behavior. All staff members will receive on-going or as-needed professional development in child behavior management. All staff members shall be responsible for managing child behavior using techniques based on CT Office of Early Childhood Child Care Licensing Regulation 19a-79-3a(b)(8) which states that:

- The operator and staff shall manage child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem.
- The operator shall document that the techniques used to manage child behaviors in the facility have been discussed with the child's parent(s) prior to enrollment and reviewed as needed during the period of the child's enrollment.
- While children are in attendance at the program the operator and staff shall not engage in, nor allow abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, including but not limited to spanking, slapping, pinching, striking, or shaking children and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods as appropriate.

Additionally, the Creative Playtime Positive Behavior Support System expects that all staff will:

- Post, educate children and families, and use in all behavior acknowledgement and correction the three core behavior expectations of safe, kind, and responsible
- Set clear limits on behavior that are consistently reinforced
- Speak to children in a respectful manner that is both kind and firm
- Use re-direction rather than "no" whenever possible
- Use choices when possible so that children comply with requests without resistance
- Use natural and logical consequences
- Employ conflict resolution between children rather than solving problems for them or forcing them to apologize
- Refrain from using food, beverage, or tokens as behavior management techniques
- Arrange the classroom environment for success so that it is manageable, safe, and so that a minimal number of restrictions are imposed, and includes a quiet space where children can calm down and have space to themselves when needed.
- Use incremental interventions when problem behaviors occur:
 1. proximity (positioning yourself near the situation)
 2. contact (a gentle touch or eye contact to let the child know you are aware of his behavior)
 3. privacy (making corrections in an individual and personal way so the child is not embarrassed in front of peers)

Developmental Differences, Special Needs, and Challenging Behavior:

A developmental difference shall be defined as that which does not meet established norms for

children of the same age group in any of the domains of development including physical, language, motor, self-help, cognitive, and social/emotional. This includes health conditions, developmental delays, or disabilities that present special needs and require individual planning and accommodations. Connecticut childcare regulation requires that programs create and implement an Individual Plan of Care in such cases. Creative Playtime is compliant with the Americans with Disabilities Act and will provide reasonable accommodations to children with disabilities as required by law.

Challenging behavior shall be defined as aggression such as biting, hitting, pushing, kicking, or other potentially dangerous acts toward other children or educators in addition to inappropriate language, inability to comply with rules and directives, leaving the classroom unattended, tantrums, destruction of property, disruption of classroom activities, or any act that endangers the health and safety of self or others, or that disrupts program quality. Individual Behavior Management Plans will be used to address challenging behaviors.

Referral for Assistance or Services

Creative Playtime Preschool has a network of resources such as social services, consultants, public schools, and community agencies that will provide support services to children and families for whom development and/or behavior is a concern. Staff shall implement the following protocol to access support services:

- All developmental concerns and challenging behaviors will be documented from the time they are first recognized as a recurring pattern using an ABC log or other appropriate assessments.
- Parents will be informed when there is any concern about a child's development or behavior.
- An internal referral form will be submitted to the office with the log or assessments. No referral form will be accepted without documentation of the development/behavior of concern.
- Appropriate consultants or specialists will be contacted if appropriate. The program will arrange for consultants and specialists to visit the classroom as part of assessment or service as needed.
- In the event that an individualized plan is provided by an outside specialist or consultant, a copy of that plan will be provided to the program and followed to the extent reasonable.
- Individual education plans, behavior management plans, or individual plans of care will be written by a team that consists of the teacher, administration, and consultant/specialist – then reviewed with the family and signed by all who are responsible for its implementation.
- Individualized plans shall be consistently implemented and reviewed at the 2-week period for necessary adjustments and again at 4 weeks to determine whether progress has been made. Thereafter the plan will be reviewed as often as necessary to ensure success for as long as it is in effect.
- In the event that a child has an Individual Education Plan (IEP), an Individual Family Service Plan (IFSP), or other plan of care from an outside school or service, it is expected that the family will provide a copy of the plan to the program for the purpose of consistency in providing strategies and modifications for the child to the extent that is reasonable by law.
- Parents are expected to attend all individual planning meetings and cooperate with the implementation of recommendations on individual plans or risk losing enrollment from the program at the discretion of administration.
- Any fees related to the assessment and support services for a child with developmental differences, special needs, or challenging behavior beyond what is part of normal program services shall be the responsibility of the family.

Child Termination Policy

Creative Playtime Preschool reserves the right, at the discretion of the director and Recreation Supervisor, to terminate services should it be determined that the program cannot meet the needs of the child or family. Should educational or behavioral needs be so great as to be beyond the scope of what the program or family can provide, or when the risk of harm to self, others, property, or program quality cannot be sufficiently reduced it is necessary to terminate a child from the program. This decision will be made based on the judgment of administration, teachers, and consultants/specialists who have been involved in caring for the child. Termination may be immediate if deemed necessary for the safety of self, others, or property or with a 2-week notice so that families have a reasonable period of time to find alternative child care. Recommendations for follow-up care will be provided to the family upon termination notice.

Client Discharge Policy

Creative Playtime Preschool reserves the right to cancel the enrollment of a child with or without notice for the following reasons:

- Non-payment or excessive late payment of tuition
- Non-compliance with policies of the program as outlined in the parent manual
- Disruptive behavior by a parent in the classroom or on program property
- Physical, emotional, and/or verbal abuse of the staff by a parent or child.
- After following referral procedures and implementing individual plans the educational or behavioral needs of the child or family are beyond reasonable accommodation

This discharge policy is not limited to the above reasons. If Creative Playtime Preschool cannot meet the needs of the parent or child for any reason, we reserve the right to terminate enrollment from the program.

Section 5: Working with Families

Communication with Families

Our staff may ask families about the child's night, morning, health, or other routines in order to establish rapport and to better know the child and family. Interactions with our families are kept respectful, confidential, and confined to school/child-related matters. Staff looks forward to sharing experiences about their child's day. When reports of behavioral or developmental concerns must be made, staff may consult with the administrative team first. We believe it is our responsibility to create a connection with families in order to build strong, positive relationships with the children and families that we serve.

The Creative Playtime Preschool Director and/or staff will report any concerns about a child's development to families. We may involve our consultants or other specialists in addressing these concerns and will inform families when we do so. These concerns include but are not limited to:

- Communicable or serious illness or medical/dental needs
- Developmental concerns
- Serious or repeated misbehaviors
- Suspicion of child abuse
- Nutritional concerns

In these instances, a conference will be called with families and when necessary, written plans of care and referrals will be made. Parents are expected to participate in a conference when it is necessary for the well-being of the child or when a problem needs to be addressed. A meeting record will be completed to outline the purpose and goals of the meeting and to document the information shared. A copy will be provided to parents. Regular progress will be monitored and reported back to the family at intervals decided on at the meeting.

If you need to speak about a problem or concern, please contact Jessica at 860) 665-0114 or the Parks & Recreation Office at (860) 665-8666 and leave a message. We will return your call as soon as possible. If it is an emergency and you cannot get through to the classroom, please call the Parks and Recreation office at (860) 665-8666. If there is something going on at home or if your child is receiving special needs services, please share this information with Director.

Keeping Up with Program News

All school related communication is by school e-mail, HiMama App, school phone, or in person. Please do not text or e-mail staff on personal phones.

Family Visits and Our Open-Door Policy

Families of enrolled children have the right to visit the Creative Playtime Preschool at any time their child is in attendance. Families are welcome and encouraged to attend the special scheduled events throughout the year. We also welcome families to contribute to classroom activities if prearranged with the teachers. We encourage all of our families to share their interests and talents with their child's class so we can enhance our programs with diverse cultural and family traditions that will assist us in developing strong relationships between home and school.

Referrals

Creative Playtime Preschool is always here to help families with any needs they or their children may have. Parents are encouraged to ask staff and the director if they should need assistance or referrals to community resources. Additionally, the director and teachers may determine that your child may benefit from outside services to address health and developmental concerns. We have an internal referral process that includes teachers, administration, and program consultants. Parents may be asked to attend a meeting to discuss concerns and recommendations and to develop an Individual Plan of Care (IPC) which may include referrals for further assessment or services that will provide strategies to both teachers and families to maintain a consistent approach to supporting your child. We maintain a list of outside agencies to which we refer families depending on the need. No referral will be made without parental/guardian permission.

Family Policy Handbook Acknowledgement

I have read, understand, and agree to adhere to the policies and procedures of the Newington Parks and Recreation Department/Creative Playtime Preschool Program policies and procedures contained in this handbook.

Child's Name

Parent or Guardian Signature

Date

This form must be submitted to the office upon registration.



TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Parks & Recreation Department

Creative Playtime Preschool Program

#8A

Discipline Policies

The goal of discipline in regards to the Creative Playtime Preschool Program is to help children develop inner controls so that he/she may move toward appropriate social behaviors. Methods for resolving conflicts are:

- Positive Guidance
- Setting clear limits
- Redirection

When a dispute arises among the participants or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

Staff will continuously supervise children during disciplinary actions.

Staff will not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

If a student is acting in a manner that could be a hazard to the safety and wellbeing of other students and/or staff, the staff will follow specific protocol to ensure the safety of both the student, his/her peers, and staff.

- First Incident - Parent/Guardian will be contacted to pick up the student for the rest of the day.
- Second Incident - Parent/Guardian will be contacted to pick up the student for the rest of the day and the student will be suspended for his/her next school day.
- Third Incident - Parent/Guardian will be contacted to pick up the student for the rest of the day and the student will be suspended for his/her next three school days.

The above procedure describes progressive discipline policies; however, the Parks and Recreation Department reserves the right to accelerate the procedure based on the nature of the behavior up to and including expulsion.

Abused and Neglected Children and Children at Risk

It is required by law “that where there is suspicion of abuse or neglect...or when there is reasonable cause to suspect or believe a child is in danger of being abused,” it must be reported to the Department of Children and Families (DCF). If a situation of this magnitude occurs, staff will meet to discuss any problems that may be occurring in order to prevent any harm that may come to any child.

Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in the Creative Playtime Preschool Program.

1. Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him or her by abuse or neglect)
- A child may be found “abused” who (A) has been inflicted with physical injury or injuries other than by accidental means, (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;
- A child may be found “neglected” who, for reasons other than being impoverished, (A) has been abandoned, (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to the well-being of the child; (CT statutes 46b-120)

2. Staff responsibilities:

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

3. Specifics on reporting a suspected case of abuse or neglect.

- Call DCF (open 24 hours) at 1-800-842-2288.
- The reporter's name is required, but may be kept confidential.
- Information needed: Name of child, address of child, phone number of child, name of parents or guardians, address of parents or guardians, phone number of parents or guardians, relevant information such as physical or behavioral indicators, nature and extent of injury, maltreatment or neglect, exact description of what the reporter has observed, time and date of incident, information about previous injuries (if any), circumstances under which reporter learned of abuse, name of any person suspected of causing injury, any information reporter believes would be helpful, any action taken to

help or treat the child, seek medical attention for the child – if needed. If seeking medical attention for the child, we would consult our Physician Consultant and/or follow the Emergency Plan.

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

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

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

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from the position until DCF's investigation is completed. The employee will be removed from classroom duties and be placed strictly on administration duties pending the result of the investigation. Based on whether the allegations were substantiated or not, the employee would either be dismissed from the position or allowed to return to work.

5. Staff Training: Staff is required to attend training annually, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

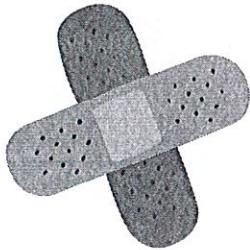
6. Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the bulletin board in the preschool classroom. When a staff member suspects a child has been abused or neglected, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

Effective Sept. 2021

CREATIVE PLAYTIME PRESCHOOL PROGRAM

Required Immunizations

Certain immunizations are required for participation in the Creative Playtime Preschool Program. These immunizations include:



DTP/DTaP/DT

Polio

MMR

Hep B

HIB

Varicella



Pneumococcal Conjugate Vaccine (PCV)

Hepatitis A (required for children born on or after January 1, 2009)

Influenza (For the current flu season August 2025-March 2026. Required by 12/31/25 to return after the new year.)

*Additional immunizations may be required for the 2025-2026 school year as determined by the State of Connecticut Department of Public Health.

Please see the Early Childhood Health Assessment Record for the current CT Immunization Requirements Schedule for Day Care.

The Early Childhood Health Assessment Record forms enclosed in the registration packet must be completed and signed by the participant's physician within the year prior to enrollment. A new form must be completed yearly from the date of the initial physical examination thereafter.

Please make sure you schedule your child's appointment with his/her physician in advance. The months of July and August are very busy times at most doctors' offices. If you delay in scheduling your appointment, you may not be able to get your child the required immunizations before the start of the school year.

In order to attend our program, all participants must have a current physical examination, a completed Early Childhood Health Assessment Record, and all the required immunizations!

CREATIVE PLAYTIME PRESCHOOL PROGRAM

FLEX DAYS

The Flex Day program offers parents the flexibility to add a morning, afternoon or full day program when you need extra care. Do you have a doctor's appointment, errands to do or just need a morning off to get some shopping done? Do you want your child to stay for an occasional full day? No problem - your child can attend an extra class at Creative Playtime Preschool.

Flex Day Fees - The fee is only \$43.00 for a morning or afternoon program or \$80.00 for a full day.

Flex Day Program Availability - Please check with the Parks and Recreation office for current availability. Any classes (morning, afternoon and/or full day) that are not at capacity are available for the Flex Day program. If a class is at capacity with registered participants, we cannot offer the Flex Day program for that class.

How to Register - It's so easy! Sign up and pay at the Parks and Recreation office **at least two business days** before you want your child to attend a Flex Day. This will give the Creative Playtime Preschool staff enough time to make sure we are prepared for your child to attend. You may reserve your child's Flex Day up to two weeks in advance.

What should your child bring? - Your child should bring everything he/she normally brings to preschool. If attending a full day Flex Day, you will need to send your child with a healthy, nut-free and nut oil-free lunch and snacks.

Questions/More Information - Just inquire at the Parks and Recreation office or at the Preschool classroom and we'd be happy to answer any questions that you have!



Newington Parks and Recreation Department

* 200 Garfield Street, Newington *

Phone (860)665-8666 * Fax (860)665-8739

* www.NewingtonCT.gov *



