



# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Parks & Recreation Department

### Creative Playtime Preschool Program

#8A

## Discipline Policies

The goal of discipline with 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 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 by abuse or neglect)
- Child Abuse is defined as: A child who has had non-accidental physical injuries inflicted upon him. Injuries which are at variance with the history given of them. Is in a condition which is the result maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.
- Child neglect is defined as: A child who has been abandoned, denied proper care and attention physically, educationally emotionally or morally and a child allowed to live under circumstances, conditions or associations injurious to his or her well being (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 or 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 will be required to attend training twice a year, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:

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