

### **Mandated Reporting**

All staff members at Creative Playtime Preschool Program are considered 'Mandated Reporters' by Connecticut State Law. As Mandated Reporters, our teachers are legally obligated to report suspected child abuse and neglect. The management of this program supports a zero tolerance for abuse and neglect and will implement action should there be an allegation that a staff member abused or neglected a child. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

**Mandated reporters** are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm (Connecticut General Statutes §17a-101a). Staff are protected by law from discrimination or retaliation for reporting of abuse or neglect.

**Child abuse** occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

**Child neglect** occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being. (Connecticut General Statutes §46b-120)

### **Procedures**

The safety of the children in our program is the most important responsibility of our staff. If we suspect any form of abuse or neglect, we must follow the guidelines of the law. Our procedures are as follows:

- Contact Newington Human Services Department and Newington Parks and Recreation Department if there is any question on whether the suspected abuse or neglect should be reported. If it is advised that we must report, our staff will then;
- Contact DCF Child Abuse and Neglect Careline (1-800-842-2288) to make an oral report and the Newington Police Department immediately.
- Follow the direction of the DCF investigators and Newington Police Department regarding whether we may inform the family that a report was made. In some cases, for the safety of the child involved, we are directed that we may NOT discuss a report with a family.
- Submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report.

**Throughout the process, our sole focus and purpose is to ensure the safety of the child involved.**

# **Newington Parks and Recreation**

*Building A Strong Community*

## **Creative Playtime Preschool Program**



Newington Parks and Recreation  
131 Cedar Street  
(860) 665-8666

Preschool Classroom  
1075 Main Street, Lower Level  
(860) 665-0114

[www.newingtonct.gov/parksandrec](http://www.newingtonct.gov/parksandrec)



### **STAFF**

Director & Head Teacher:  
Assistant Teachers:

Diane Teevan  
Janet Arnold  
Anne Carella  
Jessica Fenlason  
Christine Gomes  
Patricia McCarthy  
Tammy Mongellow  
Harriet Roman

**We thank you for entrusting the care and education of your child to us!**

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# Welcome!

The entire preschool staff welcomes you and your child to the Creative Playtime Preschool Program. We have a wonderful and exciting year ahead of us and are looking forward to teaching your child and helping them to develop skills that will last a lifetime. In this handbook, you will find our policies and procedures to make the transition to preschool a little easier. We are fully licensed by the State of Connecticut. Our staff attends training in emergency procedures such as first aid, CPR, and medication administration. Our staff also regularly participates in professional development classes. Please take the time to read through the information in this handbook, and should you have any questions, please give us a call.

## Operating Policies

### Days and Hours of Operation

The program is open Monday through Friday, 9:30 a.m. – 2:30 p.m. from September through early June. We closely follow the Town of Newington school schedule for holidays and vacations, though our school schedule may vary slightly. Please see our current school calendar for exact dates.

### Admission to the Program

Our program serves children ages 3-5. 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 preschool for a minimum of three years thereafter.

### Required Immunizations and Vaccinations

The State of CT has certain required immunizations and vaccinations that all of our participants must comply with for the Creative Playtime Preschool Program. For a listing of the current required immunizations and vaccinations, please inquire at the Parks and Recreation office or visit [www.ct.gov/dph](http://www.ct.gov/dph).

### Agreement with Parents

Parents and/or guardians must fill out all registration paperwork completely before their child may attend the program. Please call the classroom to inform a teacher if your child is going to be absent for any reason. An adult must accompany your child to and from the classroom every day. Toys are not to be brought from home except on specified days. If children would like to bring a book from home, we are happy to read it to the class, time permitting. Also, if parents wish to visit the class during circle time to share a story, please contact a classroom teacher to schedule a time. Any changes in address, phone numbers, including cell phones, employment, etc. must be given to the Preschool Director in writing.

### 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.*

### Medications

If your child has a medical condition or allergy that requires an epi-pen or other emergency medications, we must be notified at the time of registration which must be at least two weeks prior to the child's first day attending class. This two week period will give us time to ensure that each staff member has an opportunity to review each child's file and medication instructions. Our staff will dispense medications, including topical, injectable, oral and inhalant, in emergency situations only. For other medications, such as antibiotics, consult your physician for a modification in the time of administration if it coincides with class time. All staff members attend Medication Administration Training with a Registered Nurse. All medication administration documentation is kept on file. Medications will be stored in a safe manner that is inaccessible to children, but quickly accessible to staff in an emergency situation.

### Illness or Injury

Your child will not be permitted in class if they demonstrate any of these symptoms or if any of these symptoms appear during class: a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, signs of head lice, chicken pox, rashes, and/or fairly constant, thick and green discharge. If any of the symptoms appear during class, parents/guardians will be contacted to pick the child up. An ill child will be isolated from the other children with a teacher and will be comforted until you or an authorized alternate arrives. Depending on the illness, children will be permitted back within 24 hours or with a physician's approval. If any of the above conditions have occurred within the last 24 hours, your child must remain home in order to prevent the spread of infection. In the event of a serious injury, 911 will be called, first aid administered, and parents notified immediately. A teacher will accompany the child to the hospital until a parent arrives, if ratios allow. In the event of a minor injury, the staff will administer first aid and notify you of the situation when you arrive.

### Teacher Calls

If you need to speak to a teacher about a problem or concern, please contact the classroom at (860) 665-0114 and leave a message for one of the teachers. We are often unable to give you our full attention and privacy during drop off and dismissal time. We will return your call after class hours. 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 us.

### Clothing

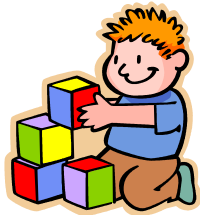
We encourage parents to dress their children in comfortable clothing. Elastic waist clothing allows your child bathroom independence. Sneakers are recommended. Please remember that we will be playing outdoors daily, weather permitting, so dress accordingly. **REMEMBER TO LABEL ALL CLOTHING INCLUDING COATS, HATS, MITTENS, ETC.**

### Bathroom Needs

Children **MUST** be toilet trained and must be able to tend to their own bathroom needs. We help with zippers, buttons, etc. Children will wash their hands with soap and water after using the bathroom. There are two bathrooms located in the classroom and children will be supervised during bathroom use. While we understand that accidents may happen, in certain situations, parents may be called in to pick up their child.

### Classroom Rules

Our rules are the standard rules a child should have already learned at home: keep hands and feet to yourself, no hitting, kicking, spitting, biting, name calling, pushing or taking toys away from other children. Children are not allowed to leave the room without a teacher.



If a child is breaking a classroom rule, the teachers will communicate to the child what rule they have broken. The teacher will observe the child to make sure they have stopped the behavior. If the behavior continues, the teacher will redirect the student to a quiet activity in the classroom. If the offense is serious, we will discuss it with the parent.

### 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 injury, illness or accident, the date, time of occurrence, location, and any action taken by the preschool. The written report shall be available to the State of Connecticut and a copy shall be provided to the child's parent(s) no later than the next business day.

### Daily Schedule

*Morning Session:* 9:30 a.m. - 11:45 a.m.

*Afternoon Session:* 12:15 p.m. - 2:30 p.m.

*Full Day:* 9:30 a.m. - 2:30 p.m.

#### **9:30 - 10:30 a.m. / 12:15 - 1:15 p.m.**

Children will participate in teacher-directed projects and free play activities such as housekeeping, puzzles, blocks, fine and gross motor activities and snack time. Children are encouraged to wash their hands and use the bathroom during this time.

#### **10:30 - 11:00 a.m. / 1:15 - 1:45 p.m.**

Clean up time, calendar, weather check, pledge to the flag. Theme of the day discussion and teacher-directed learning.

**11:00 - 11:45 a.m. / 1:45 - 2:30 p.m.** Toileting continues during Story time. Prepare to go outdoors and dismissal.

### 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 use the bathroom before class begins. It is imperative that our students remain with their parents while waiting outdoors for class to begin. Students are not permitted to play in the outdoor area without teacher supervision.

### Attendance/Sign-In

A table with the sign-in notebook is located at the entrance to the classroom. Please sign your child in and leave a legible number where you can be reached for the duration of our class. We take attendance daily to assure accurate accounting for each child. Please do not send a child into the building unattended. Make eye contact with one of the teachers so that we may welcome your child appropriately into our class.

### Developing your child's independence

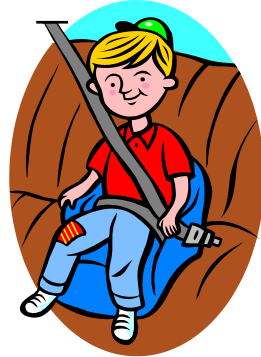
We understand that leaving your child at drop-off can be hard for both you and your child, especially for the first few weeks. However, we ask that when you drop your child off, sign in, and exit quickly. This will help your child transition into the day and promote independence.

### **Parking/Entrance to the Classroom**

Parents are asked to park in the lower OFI parking lot behind our fenced in play area. Parents must be parking in a parking space and not around the perimeter of our play area. Please do not park along the fence. This poses a safety hazard to all foot traffic, including our students. We ask that you walk the children up to our classroom via the pathway. Please do not arrive prior to class as there is not an indoor area for you to wait safely with your child. We will signal the start of the school day by opening the main door to our classroom and then we will invite students and parents into our building. Please sign in your child for the day. Under NO circumstances is your child to be dropped off unattended. Also, please keep in mind that no child should ever be left in a car unattended - this includes siblings! Lastly, the parking lot is a highly traveled area. Please do not allow your child to run unattended through the parking lot.

### **Prompt Pick Up and Dismissal**

Children are dismissed one at a time to their parents. We will not dismiss a child to a person who has not been given permission to pick up a child. If someone other than the parent is going to pick up a child, written authorization must be given stating who will be picking up the child and the relationship to the child. The person picking up the child may be required to provide photo identification. It is extremely important that you pick up your child promptly. In the event of an emergency, call the classroom at (860) 665-0114 and let us know of the emergency.



Please refrain from using a cell phone when picking up or dropping off your child. Please ensure your child's safety by holding his or her hand when walking to and from the parking lot, as this is a very heavily trafficked area. It is imperative that all children be properly restrained and wearing a seat belt in your car when driving.

### **Late Pick Up**

If an authorized person cannot be reached within one hour, local police will be contacted. At that time, the child may be released to the police.

### **Cancellation of Class**

Our policy is this; 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 or early dismissal, we will hold classes at our regularly scheduled times. If our classes are cancelled, we will try to reschedule make-up classes. If we are unable to reschedule, a household credit will be issued to compensate for the cost of the class.



### **Snack Time**

All children should bring a **healthy snack** and beverage in their lunch box. 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." If staff are unsure if food contains an allergen, they will attempt to contact the parent to confirm if the food is safe for the child to eat. If a parent cannot be contacted, the child will not be given the food.



**Due to the increase in students with nut allergies, no foods containing nut or nut oil (e.g. Peanut Butter) are allowed in the classroom.**

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 Break**

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, as mandated by the state! Please provide enough beverages for the day including at least one water bottle. This will allow an adequate supply of liquids for the day.

### **Crying Child/Behavior**

A crying child or a child who does not want to separate from a parent is a common occurrence with this age group. For many children, this is their first experience away from home. We try to divert the child's attention from the separation by engaging the child in an activity. We discourage parents from staying for an extended time to try to soothe a child - it sends mixed messages and children will have an easier time with the separation if it is done quickly. Parents may wish to wait outside the classroom and the teacher will come out or call and let them know that their child has settled into the day. Please follow the teachers' cues and direction.

### **Fire Drills**

We exit the building up the outdoor stairwell and line the children up against the outdoor play area fencing. We do a head count and re-enter the building when we receive the "all clear". Fire drills will be conducted monthly throughout the school year.