

NAUGATUCK EARLY CHILDHOOD DEVELOPMENT CENTER FAMILY HANDBOOK

Naugatuck Head Start/School Readiness Administrative Offices

174 Coen Street
Naugatuck, CT 06770
Phone: 203-729-2390
Fax: 203-720-2428

City Hill Middle School
(Early Childhood School
Classroom Site)
441 City Hill Street
Naugatuck, CT 06770
School Readiness: 203-720-5090
Head Start Full Day 1: 203-720-5028
Head Start Full Day 2: 203-720-5029

NECDC is an Equal Opportunity Affirmative Action Employer and offers its programs regardless of race, color, national origin, physical or mental disability, sexual orientation, religion, age, sex or marital status.

Naugatuck Head Start is federally funded and operates under the auspices of Naugatuck Board of Education, N.O., Inc./Grantee. Naugatuck School Readiness is state funded and operates under the Naugatuck Board of Education.

OUR PROGRAM TAKES PRIDE IN THE FACT THAT:

- Both Head Start and School Readiness are nationally accredited through NAEYC.
- All of our staff has earned the Child Development Associate (CDA), Associate degree, or a Bachelor's Degree in Early Childhood Education.
- We offer (3) program options to our community's families based on their childcare needs:
 - Full Day/Full Year – 10 hours daily 7:30-5:30
 - Extended Day/School Year - 7 hours daily 8:00-3:00
 - Part Day/School Year - 3.5 hours a.m. 8:00–11:30
p.m. 11:30-3:00
- Professional Development is an integral part of our program.
- We have developed many strong relationships with the children and families we serve.
- We are able to provide quality services to the Naugatuck community.
- Our program is open year round.
- Program self-assessment is completed annually with input from parents, staff and community partners. This reflective process assesses the effectiveness of the program and identifies strengths and challenges for the upcoming program year.

THE CARE THAT WE PROVIDE TO YOUR CHILDREN IS IMPORTANT BECAUSE:

- The first three years of life is the most critical period for brain development.
- Children are treated as individuals having unique needs and personalities.
- Children are part of a supportive environment with nurturing caregivers.
- A specialized curriculum is used to enhance children's development.
- Children are encouraged to develop self help skills when appropriate.
- Developmentally appropriate materials are available for children's use.
- Children are communicated with and treated with respect.
- Children are given choices, but also receive clear and reasonable limits.
- Learning activities, play, laughter, and interaction are routine parts of the daily classroom experience.
- We view you, the parent, as the most knowledgeable source about your child.
- The first five years of life are the foundation for future success.
- You and our staff together support your child's readiness for kindergarten.

CHILDREN LEARN BY PLAYING:

Young children do not separate play, learning and work. When young children are playing, they are learning, and they enjoy every moment. Children learn by looking at what happens when they interact with people and materials. They spontaneously involve themselves in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and generating new information. Children first learn simple concepts and then use these concepts to understand more complex ideas. Play serves many valuable purposes for children such as the following:

- Play allows children to exercise control.
- Play provides relaxation, pleasure and increases self-esteem.
- Play develops creativity and reinforces and generalizes instructional activities.
- Play expands excess energy.
- Play helps create new patterns of thinking and doing.

- *Play allows children to test their own skills and develop problem solving skills.*

PARENT INVOLVEMENT

NEDC maintains an environment in which all family members are welcome at all times.

Parents are invited to visit the center frequently and to take an active part in the program. There are many programs for parent involvement that are extended to you such as volunteering in the classroom, Policy Council, trainings, center committee meetings among many other activities.

Policy Committee/Policy Council

Policy Committee is a governing body of parents and community agencies. They are part of decision making and planning of our Head Start/School Readiness Program and meet monthly.

Center Committee Meeting

This meeting provides parents and caregivers the opportunity to become familiar with our program while networking with other parents and participating in various workshops. Center Meetings meet monthly. A supper is provided with childcare. Topics may include: Family Literacy, Budgeting, Challenging Behaviors, Job Training/College Preparation.

Reimbursement

Any reasonable expenses incurred from participation of policy committee members will be reimbursed. All costs of attending conferences, travel, workshops and trainings will be paid by program.

Training

NECDC offers a variety of different trainings for parents throughout the year. Programs are offered in collaboration with local community agencies such as B.O.E. for Adult Education/ESL; Job Works; Raising Readers Book Club.

ELIGIBILITY:

NECDC receives State and federal dollars to provide services to families and their children. Each funding source has eligibility requirements. Some of the eligibility requirements are based upon the family's income and size. NECDC is a quality pre-school program for children 3-4 years old. We follow the public school age requirement for a child to begin school year (September). The child must turn 3 by January 1st.

We must allow our funding sources access to our records for data review. This information sharing will still allow the confidential nature of your child's records to remain confidential. You have the right to request restrictions, confidential communication, access to personal health information and amendment to your child's records. If you have any questions, or need further information regarding these rights please ask to speak to the Program Managers or Director.

Parents are required to bring household income documents at least twice a year.

EDUCATION PHILOSOPHY

The Education component of the NECDC has a foundation that believes it is necessary to educate the whole child. In our effort to educate the whole child, our program is based

on sound educational theory and practice. We use the research done in previous studies and observations on social-emotional development in children as a framework on how children think and learn. This framework stresses the importance of teachers having an understanding of child growth and development, to provide an appropriate environment in which children can watch, participate, make choices and explore. The program also believe that a s a parent you are your child's first educator, and the principal influence on their development. This philosophy supports the belief that children are the product of both heredity and environment. As such, the curriculum reflects an effort to meet individual needs with an awareness of cultural background and ethnic diversity. Staff works closely with children's families and the community to incorporate the classroom, home and community values necessary for optimal learning experiences. In addition, our staff works with you to provide and gain insight about your child's growth and development.

On a daily basis, children are provided with a wealth of varied materials such as toys, books, crafts, music and games. These help them to develop socially, emotionally, physically and intellectually, in a manner that is appropriate to their age and developmental stage.

EDUCATION:

Teachers, assistant teachers and the managers ensure that the classroom invites learning to take place. "**Creative Curriculum**" has been implemented in your child's classroom to ensure that all children are provided with a learning environment, which will help them, develop socially, emotionally, physically and intellectually, in a manner appropriate to their age and stage of development. The "Creative Curriculum" is aligned with the CT Preschool Curriculum and Assessment Framework. The learning environment involves lots of children at play. By using Creative Curriculum, the classroom staff can document your child's successes and areas to encourage learning. Family's ideas and suggestions for the classroom are always welcome.

The Goals of the classroom are to:

- Provide basic needs such as those for security, trust and love that enable the emotional and physical development of an individual.
- Allow children the opportunity to learn through personal experiences such as modeling and repetition, identification and socialization with peers and teaching staff.
- Develop gross motor and fine motor skills.
- Provide a variety of activities based on children's interests and developmental abilities.
- Provide a safe environment in which children can explore and develop a sense of self.
- Help build children's confidences and skills to do tasks such as eating, toileting, tooth brushing, dressing, playing and communicating with others.
- Help children learn to take pride in their accomplishments.
- Monitor and document each child's development and progress outcomes.
- Provide support and communication to children and families as children develop.
- Develop reading and math skills.

Home Visit/Parent Conferences

Family Service Workers and classroom staff will conduct at least two home visits each year, (1) one within 90 days of enrollment the other at the end of the school year. The

home visit can take place in the parent's home or in an environment that is mutually safe. In addition, a minimum of two teacher/parent conferences are scheduled at the center. These conferences are to enhance the parent's knowledge of their child's education and developmental progress.

SPECIAL NEEDS:

NECDC is an inclusive program where all children can meet their needs.

The special needs component provides the following services:

- Speech and Language screening
- Support and training for parents and staff
- Assistance in arranging evaluations
- Assistance in getting services from local Health Centers, Hospitals and Naugatuck Board of Education Public Schools.
- Support for parents in dealing with professionals.

In recognition of the value and worth of all children, Head Start and other funding resources require inclusion of children with disabilities. The Head Start Program Performance Standards require that at least 10 percent of the total number of enrollment opportunities be made available to children with disabilities. Children with disabilities are eligible for services under regulations of the Individuals with Disabilities Education Act (IDEA). IDEA is a Federal law that is implemented at the state and local levels to provide screening, assessment and for eligible children, services based on the Individualized Education Plan (IEP) for preschoolers.

Services for a child with disabilities ages 3-5 can be offered at our center or in the public schools. The Disabilities Services Coordinator works with your child's teacher, and therapists/special education teachers to coordinate services to you and your child. Staff will have discussions with parents regarding long-range goals and service priorities for the child and family. We will help transition your child when he/she enters or exits a program. Accommodations and adaptations (equipment, positioning devices) for children with special needs are made in classrooms as needed. Classroom staff receives training in special needs of children enrolled. Other services available to families include a mental health consultant who consults with teachers, parents and staff to assist in meeting the needs of children and families. Staff can also make referrals to other agencies in the community to provide support for families.

Naugatuck Early Childhood Development Center offers a variety of activities through the day. An example of a child's day is:

Free Play
Breakfast
Brush Teeth
Circle Time
Small Group Activities (math, art, language, housekeeping)
Physical Development (Indoor/Outdoor Play, Playground, Gym or Walk)
Wash Hands
Lunch
Brush Teeth
Rest Period
Snack

Clean-Up
Closing Circle
Free Play

Note: This schedule may vary according to class hours of operation.

CELEBRATIONS

Our curriculum does not include holiday celebrations as an objective of learning. The program is aware of developmentally appropriate practices and discourages the practice of activities that will not be appropriate for them until the children are older and have a better understanding. However, activities may include discussion of seasonal celebrations. The reasons that support this philosophy include:

- Children from diverse backgrounds celebrate various holidays while some families do not believe in celebrating holidays.
- Children at this age are developing a vague understanding of yesterday, today and tomorrow; therefore, events that have occurred in history (such as celebrating Thanksgiving) are confusing.
- Often the holiday is the teachers' focus during the month, leaving little time for children's interests, which is contrary to our overall program philosophy.

Additionally, the celebrating that accompanies holidays often causes children to become over stimulated and/or stressed.

FEE POLICY (School Readiness Only)

A fee agreement will be completed and signed by all families in School Readiness and a copy will be provided to the family. Completion of Care-4-Kids application is mandatory by all eligible families, (Head Start and School Readiness). Verification of income will be requested twice a year, (September and February). Please remember to save pay stubs for August/September and February.

For School Readiness, family fees are determined by using the Income Guidelines which are based on the State of Connecticut's Median Income levels, (gross income and family size).

School Readiness fee payments are required to be paid in advance, each Monday preceding your child's weekly stay. Checks or money orders (no cash) should be handed to the teacher on Monday morning. If payment is not received, your child cannot stay. The teacher does not have the authority to allow your child to remain. We recommend payment in advance, (by the month), if possible.

Checks for **School Readiness Program** should be made payable to: **Naugatuck Public Schools**. In memo section of check, please indicate child's name and week payment is for. A \$25.00 fee will be required for a returned check (insufficient funds).

If the child is sick and absent for five or more days, the parent/guardian may be excused from the fee for that time with a doctor's note. A provider note (MD, RN, APRN, PA) needs to be presented to the office.

One week vacation time is allowed per school year with no fee. Parents need to notify in writing to Family Service Workers. A Vacation Request Form may be obtained from classroom teacher.

LATE CHARGES Head Start Full Day / School Readiness

The Center closes at 5:30 p.m. It is expected that all children will be picked up by that time. Parents of children who arrive after 5:30 p.m. may be charged a penalty. Charges will be based upon the time parents arrive to pick up their children.

Late Fees will be applied as follows:

1. After 5:30 p.m. to 5:45 p.m.: \$15.00
2. An additional \$15.00 will be charged for every 15 minutes thereafter.
3. A digital clock is posted in the classroom to record time in and time out. Please make sure your watches are reflective of this time.
4. If you are tardy you will have to co-sign the pick up sheet with the teacher on duty. You will also be notified of the exact late fee you are charged. **This will be due prior to your child's next attendance day.**
5. **Any concerns regarding this need to be directed to the main office at 174 Coen Street, 729-2390.**

DCF will be notified if a child is not picked up by 6:00 p.m.

By signing the fee agreement, parents/guardians accord to the following statements:
(School Readiness only)

1. I understand that my payment is for the week. The week may include the program closing for snow days, early dismissal, and/or staff training days. If my child is absent for five or more days, I may be excused from my fee for that time with a doctor's note. One week vacation is allowed per school year with no fee. The program year runs from September to August.
2. I understand the first payment has to be made on Monday of each week.
3. I agree to comply with all the rules, regulations and reporting requirements of any state program for which I am eligible.
4. It is my responsibility to promptly report any changes in my income, family size, schedule, etc. as it relates to my fee.
5. I agree to provide income and work /school verification at the scheduled re-determination time.
6. I understand that an application to the "Care-4-Kids" Program is mandatory. If I am unwilling to complete the "Care-4-Kids" application, I will be charged the maximum allowable rate.
7. I understand that failure to pay my fee may result in my child's immediate dismissal from the program.
8. In the case that false information is submitted to the program, you will be charged the maximum fee possible.

ATTENDANCE

In order for your child to get the full benefit of the program, regular attendance is necessary. There are several reasons why regular attendance to the program is important for every child. First, it is difficult for young children to learn and socialize if they are not in class. Children learn based upon what they have already experienced. Each lesson

presented to the child is based upon or related to the lessons that were taught earlier. Just as we can never regain a moment of time wasted, the child who misses a day in the program also misses a day of education that cannot be retrieved.

Children should attend the program everyday, unless an illness or emergency prevents them from doing so. **Please be sure to call the Center by 8:00 a.m.** and let the Teacher or Family Service Worker know when your child is going to be absent/or late. **Children should be in their assigned classrooms by 8:15 a.m.**

When parents believe that consistent attendance is important and communicate that belief to their children at an early age, then unnecessary absences from elementary school will be drastically reduced.

If your child is going to be absent, please notify the teacher. If your child has been absent for 4 consecutive days without notification, your Family Service Worker will contact you and or conduct an Emergency Home visit. Frequent absences can affect your child's eligibility for continued enrollment. *A minimum required attendance is 85% of the time equivalent to 2 days of absence per month.*

ARRIVAL

Parents are responsible for dropping off and picking up the child on time. **Children must be brought to the classroom by an individual at least 16 years of age who must sign him/her in.**

Parent/guardian should allow enough time so as not to be rushed, but have time to communicate the following to the staff:

- What we are learning
- How child slept
- Any unusual behavior
- Any concerns
- Fever, diarrhea, vomiting over previous 24 hours
- Any medication given in the last 8 hours
- Any doctor's visits, immunizations, illness, etc.

DEPARTURE

- It is very important that parents/guardians pick up their child on time and follow agreed schedule.
 - Parents/guardians also should keep current the child's records with names of all persons authorized to pick up their child.
 - If parent/guardian is not coming on time then they must notify the teaching staff.
 - Child will not be released from the program if the authorized pick up person does not have a photo ID.
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- If the child remains at the center after operation hours he/she may be referred to the Police Department and/or DCF. **Remember if the person is not on your approved pick up list, NECDC will not release your child.**
 - Any person coming to drop off or pick up a child must be at least **16 years of age.**

TRANSPORTATION

Part Day Head Start children will be transported to and from City Hill School by First Student, Inc. The bus is equipped with size appropriate harness seat belts and a bus monitor.

Parents must be at the bus stop with the child when bus arrives and waiting for the child at the bus stop at drop off time.

In addition, **parents must be at home at departure time irregardless as to where your child is on the bus run.** If your child is dismissed at 11:30 a.m., you must be at home at 11:30 a.m. If your child is dismissed at 3:00 p.m., then you must be at home at 3:00 p.m.

PEDESTRIAN SAFETY

Twice a year your child's classroom will have a Pedestrian Safety Workshop. "Buckle Bear" will visit each classroom reminding your children of the many safety rules they need to follow.

SECURITY

City Hill Middle School has a new security system. **All Head Start and School Readiness parents are required to use the back entrance of the school.** You are not allowed to use the front entrance.

Parents are required to park in the back parking lot, in the designated parking spots between the white lines. **DO NOT PARK NEXT TO THE BUILDING AT ANY TIME. This area needs to stay clear for service trucks and staff with offices in the garage.**

To enter the building, go to the door to the right of the garage area. This is our Head Start/School Readiness entrance. Push the button on the monitor and stand in front of the monitor. Staff will address you. Please provide the name of the child you are here to drop off/pick up. You may be asked for identification if staff does not know you. If you are asked for ID please put your picture ID in front of the monitor and follow staff instructions. Staff will then buzz you in. The **RIGHT DOOR** is the **ONLY** door to be used to enter or exit the building.

Parents will be allowed to enter the building **starting at 7:30 am.** This allows for teachers to get prepared prior to children coming into the classroom. **Children must be brought to the classroom by an individual at least 16 years of age who must sign him/her in. Please be sure the teacher is aware that your child has arrived.**

Parents should allow enough time so as not to be rushed, but have time to communicate the following to the staff:

- **What we are learning**
- **How child slept**

- **Any unusual behavior**
- **Any concerns**
- **Fever, diarrhea, vomiting over the previous 24 hours**
- **Any medication given in the last 8 hours**
- **Any doctor visits, immunizations, illness, etc.**

WEATHER ADVISORY

Naugatuck Public Schools will announce closing in case of snow on the local radio stations. **If there is not school for Naugatuck Public Schools, there is no school for Head Start/School Readiness.** Local television stations carrying these announcements are: channels 3, 30 and 8. **If there is a delayed opening, full day program will open at 9:00 a.m. and there will be no AM class. In the event of an early dismissal, parents will be contacted to arrange for early pick-up of child within one hour of notification and there will be no PM class.**

CONFIDENTIALITY OF CHILDREN RECORDS:

Information in your child's record is confidential and private and is only available to those persons at the NECDC who are directly involved in your child's progress. Only with parent's written permission will records be released to other persons or Federal and/or State agencies. By written request you may also have a copy of your child's records sent to schools or agencies at no charge to you.

FIELD TRIPS

Field trips are considered a valuable part of the curriculum. A signed field trip consent form is required for each child in the program. Transportation will be provided. Parents are encouraged to go on the trips with their children.

SMOKING POLICY:

The Federal Administration for Children and Families and the Naugatuck Public Schools require that there is no smoking around or in our building.

The NECDC program asks parents/guardians and adults **NOT TO** smoke during socialization including: trips, neighborhood walks or other outdoor group activities. Families are encouraged to participate in wellness activities.

**NECDC
Naugatuck Head Start/School Readiness**

**Respect of Cultural and Linguistic Diversity in Communication,
Classroom, and Family Activities**

The Program staff will consider the cultural and linguistic needs of each family in all communication, both personal and written. Written information will be translated into the family's native language and a staff person may help families understand all correspondences.

In selecting classroom activities, the staff will include all cultures that are represented in the group. The children will learn about the traditions and family events that make every person special.

Family members will participate in a variety of classroom activities and share their culture with the children. Activities might include reading and storytelling, playing an instrument, sharing cultural clothing or items with the children or cooking a special traditional meal. Cultural and linguistic diversity training is required for all staff upon employment and every three years thereafter.

NECDC
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Positive Discipline Policy

Goal: to teach children to develop safe, socially responsible behavior that respects the feelings and property of others.

The discipline policy of Naugatuck School Readiness Program encompasses the core values as outlined in NAEYC's Code of Ethical Conduct and Guidelines for Responsible Behavior in Early Childhood Education. The commitments to these core values are as follows:

- Appreciating childhood as a unique and valuable stage of the human life cycle
- Basing our work with children on knowledge of child development
- Enhancing a child's learning experience by using Creative Curriculum aligned with the CT Preschool Curricular Goals and Benchmarks.
- Appreciating and supporting the close ties between the child and family
- Recognizing that children are best understood and supported in the context of family, culture, community, and society
- Respecting the dignity, worth and uniqueness of each individual (child, family member, and colleague)
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.

The responsibility to provide safe, healthy, nurturing and responsive settings for young children is the highest priority in School Readiness programs. Above all, no child will be harmed by practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.

NAEYC's developmentally appropriate practice for motivation and guidance of children ages three through five years old states:

“Teachers facilitate the development of social skills, self-control, and self-regulation in children by using positive guidance techniques, such as modeling and encouraging expected behavior, redirecting children to more acceptable activities, setting clear limits, and intervening to enforce consequences for unacceptable, harmful behavior. Teachers’ expectations respect children’s developing capabilities. Teachers are patient, realizing that not every minor infraction warrants a response.”

**NECDC
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Recommended Practices

Environments	Communication	Guidance
A child-proof and appropriate environment can reduce behavior problems	Listen patiently to the child's words and behaviors.	Make sure expectations are reasonable and specific as well as simply communicated to children.
Provide age-appropriate materials and a safe place where children can use them	Clarify by repeating back to the child what he/she said.	Model desirable behavior with children, parents and colleagues.
Maintain a balance between quiet and active play.	Allow children to solve their own problems with guidance.	Be consistent but not rigid.
Provide a "safe place" where children can practice regaining control.	Speak in a calm and respectful tone, using positive language.	Provide choices and decision-making opportunities whenever possible
Create predictable routines to provide a sense of safety and promote independence.	Focus on behavior, not on character	Set rules that are respectful of children and keep their interests in mind
Create opportunities for children to self monitor their activity and self (or with assistance) correct their mistaken behaviors.	Connect to the child with eye contact, touch and your presence. (CD)	Always acknowledge children's feelings especially when you must set a limit on their behavior.
Offer both child and teacher directed activities.		Assist with children's learning by allowing for and providing opportunities to practice newly acquired skills

Sources:

Bredenkamp, S. and Copple, C., Developmentally Appropriate Practice in Early Childhood Programs. NAEYC. 1997.

Feeney, S. and Freeman, N., Ethics and the Early Childhood Educator, Using the NAEYC Code. NAEYC. 1999.

Porter, L., Young Children's Behaviour: Practical Approaches for Caregivers and Teachers. Paul Brookes Publishing Co. 2003.

NUTRITION ACTIVITIES:

- All teachers are required to do nutrition projects/activities monthly.
- The nutrition projects/activities with the children in the classrooms can involve parents.
- Parents are also encouraged to do nutrition projects/activities independently.
- The nutritionist must approve all nutrition projects/activities.
- A monthly nutrition activity schedule is available in all classrooms.

- Nutrition projects/activities consist of apple picking and making applesauce, or baking apples, making salads, vegetables and dips, pizza, etc.

FAMILY STYLE MEAL SERVICE:

The CACFP (**Child and Adult Care Food Program**) of which our meals are founded require:

- Children are seated in small groups with one adult at each table.
- Family style service consists of all items on the menu placed on the individual tables.
- Children must serve themselves by passing the food to each other.
- Adults at the table should assist children who need help when they first enroll.
- All children should scrape their plates and clean up after themselves when they are finished eating.
- Children should be given at least 30 minutes to eat, but slower eaters may take longer.
- Adults eating with the children should maintain a positive and supportive attitude by discussing the food items, color, shape, size, etc.
- **Mealtime should involve the children with them serving food to each other, pouring juice and beverage, table setting and cleaning.**

Feeding Policy

- During the intake process, Family Service Worker will fill out a Nutrition Assessment for each child and share this information with the teacher before the child starts the program. If your child has any food allergies or you have any nutritional concerns, please share them with us.
- Each year parents will be asked to complete a Nutrition Assessment that will be reviewed by the Nutritionist.
- Staff and child's hands will be washed before eating.

NO OUTSIDE FOOD POLICY:

The **POLICY** requires that absolutely **NO OUTSIDE FOODS** be permitted in classrooms or onsite during hours of operation, due to the high volume of children diagnosed with severe allergies. This means that children may not bring juice or food in with them when they arrive and no foods can be brought to celebrate a child's birthday. "Celebration Sundaes" are provided monthly to celebrate ALL children with a birthday that month.

HEALTH & SAFETY

Health Requirements:

The State requires all children in child day care to stay current on their immunizations and have a yearly physical on record. You will be notified in advance of the due dates for these. Please let us know the date of any upcoming doctor's or dental appointment your child has and bring us a signed record of what has been done at each doctor or dental visit. Please contact your Family Service Worker with any questions or concerns you may have.

NECDC is a presumptive eligible site for CT Husky Plan. If child/family has no medical insurance, the Health Manager/Family Advocate will complete forms with family and fax to state. Please call the office if you need insurance.

Any child who is not kept current with either immunization vaccines or annual physical by state regulations may not attend in the classroom.

Medical Emergencies

When a child does not feel well or is injured, a staff member will notify the parent/guardian. If we can't reach their parent/guardian, we will contact another person from your emergency contact sheets. Staff is trained in the CT Child Care First Aid course and Infant and Child CPR. If necessary, your child may be taken to the hospital. The parent/guardian will be contacted immediately. If we are unable to reach them, another person on the emergency contact form will be contacted. A staff person will accompany the child to the emergency room. A ride will be made available to you if necessary. **IT IS EXTREMELY IMPORTANT TO HAVE EMERGENCY CONTACT TELEPHONE NUMBERS IN ORDER TO CONTACT YOU IF NECESSARY.**

Accident/Illness/Incident Report Procedure

If a child has an accident, becomes ill, or is involved with an incident (such as hitting another child) while at the center, then an accident**illness**incident report is fill out. The staff at the site will complete the report the same day it occurs. The parent/guardian will be notified by telephone if possible to share with them what has happened. The responsible adult picking up the child at the end of the day will sign the report form and receive a copy the same day.

Illness

To help stop the spread of illness and guarantee the child is getting the best care when ill, we ask you to keep your child home and consult a doctor when:

- The child has a fever and is acting or feeling ill
- The child is vomiting and has an upset stomach
- The child has looser and more frequent stools than usual and the stools cannot be contained in the diaper or the child cannot make it to the bathroom in time.
- The child has a constant runny nose that is not caused by allergies
- The child exhibits symptoms of pink eye; discharge, irritable and itchy
- The child is in pain
- The child has an unusual rash
- The child is having difficulty breathing
- The child is crying constantly
- The child has mouth sores and is drooling
- The illness keeps the child from participating comfortably in activities of the day.

If the child develops any of the above symptoms while in the program or the needs of the child are greater than the staff can safely give, they will need to go home. The classroom staff will notify the parent/guardian and a symptoms record will be filled out. If we cannot contact the parent we will contact the emergency contact. If needed the child will be kept separate from the class.

***Please make sure your Emergency Authorization Form is reviewed monthly.**

***Please inform your child's teacher of any communicable disease diagnosis.**

DISEASE	TIME PATIENT IS EXCLUDED FROM SCHOOL
Chicken Pox	<i>1 week (7 days) from onset or until all blisters are dried up and crusted</i>

Diphtheria	<i>Until two negative cultures have been obtained by a physician</i>
German Measles (Rubella)	<i>Six (6) days from onset of rash</i>
Impetigo	<i>On certification by a physician that patient is under adequate treatment and after taking the medication for 24 hours. *Lesions must be dried and crusted over without drainage.</i>
Fungus Ringworm of Scalp	<i>On certification by a physician that patient is under adequate Treatment & the lesion has started to shrink and can be covered.</i>
Hepatitis A	<i>A certification from Provider that child can return to program.</i>
Influenza	<i>Until clinically well – no fever</i>
Ivy of Shrub Poisoning	<i>Not excluded</i>
Measles	<i>Five (5) days after rash appears</i>
Meningococcal Meningitis	<i>Until certification by a physician as cured</i>
Mumps	<i>Until glands are normal and nine (9) days after onset.</i>
Pediculosis (Head Lice)	<i>The shampoo is used and all nits removed</i>
Pinkeye	<i>On certification by a health care provider that a patient is under adequate Treatment and 24 hours after Rx has begun.</i>
Poliomyelitis	<i>Until cleared by medical health care provider.</i>
Rash	<i>Until diagnosed by a health care provider plus certification that patient is under adequate treatment.</i>
Scabies	<i>Until diagnosis by health care provider plus certification that patient is under adequate treatment for 24 hours.</i>
Scarlet Fever Streptococci Sore Throat	<i>Twenty-four (24) hours after start of treatment and no fever for 24 hours.</i>
Tuberculosis (active)	<i>Until the child's health care provider or Health Department states child is not infectious.</i>
Whooping Cough (Pertussis)	<i>Two (2) weeks after whooping begins or five (5) days of Rx</i>

These rules are in general as set forth by the Public Health Code of the State of Connecticut.

Health, Hygiene and Safety

We are always trying to minimize the spread of infection and aim to keep your children healthy and happy.

- Staff and children's hands are washed frequently during the day.
- The children are taken outside everyday that the weather permits. Make sure that your child has appropriate outdoor clothing including warm coats, mittens and a hat in the colder months and a light sweater or sweatshirt in the warm months.

MEDICATION POLICY

NECDC has a medication administration policy to ensure the health and safety of children in the day care setting. The policy meets the regulations requirement set by the state Department of Public Health. Because administration of medications is an extra responsibility on staff, and having medications in the facility is a safety hazard, we require that parent/guardian check with the medical provider to see if the scheduling of the medication can be done so no doses are given while the child is at the center. When medication must be given during the child daycare day, the following is required:

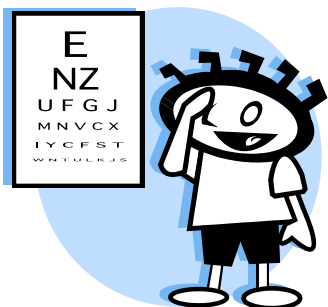
- **For all non-prescription medications and prescription medications**
An “**Authorization for the Administration of Medications**” form must be filled out completely by the child’s medical provider and signed by both the medical provider and by the parent/guardian. Medication must be in the original container with the child’s name on it (**ask the pharmacist to split the dose-one for home and one for childcare**). A parent/guardian or designated adult must transport the medication and give it to a staff member.
- Any necessary equipment (approved medication measured spoon for liquids, aero chamber for an inhaler, nebulizer and tubing, etc...) for the administration of the medication must be supplied by the parent/guardian or designated adult.
- Contact Program Manager if you have any questions regarding the administration of any type of medication while your child attends childcare.
- When you bring your child to the center, please remember to tell the staff of any medication(s) you gave the child during the night or just before coming to the center for the day.

The programs at NECDC are able to administer oral, topical, eye/ear/nose drops and inhaled medications. Finger sticks for diabetes and pre-filled epi-pen administration can also be done.

Naugatuck Early Childhood Development Center will only assume the responsibility of medication administration if the policies and procedures for the administration of medications are strictly followed.

Health Screenings

Your child’s health and well being are important to our program. As part of your child’s experience in our program, he/she will have their vision and hearing tested through a simple screening process. These simple screenings are done as a “game” with your child. We encourage you to talk with your child about these simple screenings. Please talk with staff if you have any questions. Parent participation is very important and you are your child’s first and most important teacher.

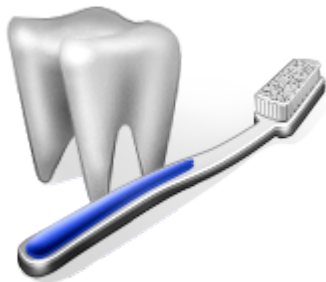


VISION SCREENING – a simple eye screening is done free, as part of the program to ensure your child is seeing within the normal acceptable range for his / her age. This simple screening is used to detect vision concerns not yet identified.



HEARING SCREENINGS

A simple hearing screening is done free, as part of the program to ensure your child is hearing within the normal acceptable range for his or her age. This simple screening is used to help detect hearing concerns not yet identified.



DENTAL HYGIENE

Dental Screenings

Healthy teeth are very important to overall health. Every child should begin to see the dentist on a regular basis starting at age one (1). Documentation is required of your child having a dentist and going regularly. If you need help in finding a dentist for your child or family, ask your family worker to help you. Everyone should have regular dental care by a dental professional twice a year. Mobile Dentist visits the school site annually to assist with Dental Screenings.

As part of the program, your child will learn about care of the teeth and good nutrition. All children practice tooth brushing daily. The program supplies all needed items, i.e. a child size toothbrush and ADA approved fluorinated toothpaste.



Height and Weight Screenings

Children are weighed and measured twice each year. This information is converted into the BMI (Basal Metabolic Index) the BMI indicator of body fat. Children who have a BMI of 95% are considered overweight and at risk of becoming overweight adolescents and adults, and at a higher risk of getting diseases such as Diabetes, High Blood Pressure and Heart Disease. Our Nutritionist will inform you if your child is at risk and provides you with suggestions to help monitor your child's eating and exercise habits. It is our goal that ALL children eat well and exercise daily and grow to be healthy adults.

TOILET TRAINING

Most children use the toilet successfully for bowel and bladder between 2½ and 3 years of age. However each child is an individual and develops at his own rate.

The staff will work with the families to develop a plan so that the child will be successful.

Recognizing Signs of Readiness

- Staying dry for long periods of time. Waking up from a nap dry.
- Complaining when wet or dirty
- Telling you when they have had a bowel movement
- Saying they want to use the toilet
- Should be able to undress themselves and sit safely on the toilet
- The child should be able to use words or gestures to ask for help

When the child is showing the signs he/she is ready, a discussion will take place with the parent to:

- Develop a plan together that will be consistent and manageable in both settings. The family should have the time to spend on toilet training. Don't pick a time that there is a lot of added stress in the home due to a move, a new baby, etc.
- Discuss words that will be used (urine, b.m., pee or poop). Bowel movement and urine are good words to encourage.
- **We encourage the parents to dress the child in clothes that are easy to put on and take off. Elastic waist pants work best.**

Guidelines to follow:

- We will prepare the child for the process by using the words you will be using, reading books and talking about how he/she will use the potty when he/she is ready.

- Start the process while the child is still wearing a diaper allowing the child to use the toilet upon request.
- Establish a routine of times we will bring the child to the bathroom.
- Have parents leave at least two extra sets of clothing at the day care and check daily for soiled clothes that need to be brought home.
- Continue to wear the diaper in the daycare setting until the child is showing good control and is only having a few accidents.
- Expect the child to have accidents for awhile, be relaxed about them. Never punish or shame the child.
- Quietly encourage and praise the child about success and show understanding about failure.
- Ask the child to sit on the toilet for no more than 5 minutes unless the child is trying to go. Never insist the child sit on the toilet until he/she has been successful.
- Staff will make notes on the daily record of the child's progress and setbacks in this area.

TRANSITION

NECDC has a transition plan in place for Preschoolers. Our goal is to establish and maintain procedures to support successful transitions for enrolled children and families from previous childcare programs into Head Start/School Readiness and from our programs into the Elementary School System.

The Transition Plan provides parents with resources, which will increase advocacy skills. It also provides registration information, as well as tips on getting ready for Kindergarten, questions to ask of prospective teachers, and what your rights are as a parent. Information about transition will be distributed throughout the school year.

To ensure that transitions for children and families are smooth and pleasant NECDC will partner with the local School System, BOE, and encourage transition meetings as necessary. Staff also encourages and supports families to visit the next placement and meet with staff. Transition is a continuous process and we remind our parents that you are your child's first teacher and the role you play. As a parent, is a very important one.

SAFETY

The safety of the child is the number one priority in the NECDC program. We are committed to preventing children from being abused, neglected or hurt by their families or other individuals. Our goal is to work with he families to help prevent child abuse and neglect before it happens. By law, all of our staff are mandated reporters of child abuse and neglect. If child abuse is suspected, DCF (Department of Children and Families) will be notified.

Please remember that it is not our responsibility to determine if the abuse or neglect did occur, it is our responsibility however, to report it. It is the responsibility of the Department of Children and Families to investigate and determine what action, if any,

will be taken. If you have any questions about abuse or neglect reporting procedures, please feel free to discuss them with the Director.

COMPLAINT PROCEDURES

There are times when you may have a concern or suggestion you wish to bring to the attention of someone in a decision making position. If you have concerns or complaints regarding NECDC, the procedure for making a complaint is as follows:

Please contact the first person on the list. If you are not satisfied, then speak to the next person about your concern until you feel that the proper action has been taken.

Cynthia Stowell, Program Manager

Janice Mons, Director

In case of abuse/neglect or life threatening situations, contact the Department of Children and Youth Services at 1-800-842-2288.

NAUGATUCK EARLY CHILDHOOD DEVELOPMENT CENTER **Child Abuse/Neglect Reporting Procedures**

WHO MUST REPORT:

A Mandated Reporter:

** Mandated reporters are required to report, or cause a report to be made, IMMEDIATELY, when in the ordinary course of business, 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 by a person*

responsible for the child's health, welfare or care, or by a person given access to the child be a responsible person. (CGS 17a-101a)

Definition of Child Abuse

**Child abuse is defined as a child who has had non-accidental physical injury (ies) inflicted upon him, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to , malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (CGS 46b-120)*

Definition of Neglect

**Child neglect is defined as a child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his/her well being. (CSG 46b-120)*

HOW TO REPORT

As you are aware, when a child discloses he/she has been abused, staff is to respond in a professional caring manner. The staff person to whom the disclosure is made writes the statement as to what has been disclosed. If there are witnesses to the disclosure their names are also provided to the Hotline. (Names, times, type of abuse, etc.) This information is used to complete the DCF 136 form and provide information to the Hotline (1-800-842-2288), which must be called within 12 hours of suspected abuse.

It is the individual staff person who is responsible to ensure the Hotline is called. Program policy requires that the employee who is reporting to the Hotline contact the Program Manager on site. The program manager will visit the classroom. Upon completion of reporting to DCF, the Naugatuck Board of Education will immediately receive a copy of the report sent to DCF. The child does not have to retell the disclosure. When a child is asked by an adult to retell the disclosure, a situation is created for the child to feel he/she has done or said something wrong. Unless the child needs medical attention, the child stays in the classroom. As a mandated reporter, once the child discloses, you are required to report the disclosure to the CT Department of Children and Families. It is not our responsibility to investigate the disclosure.

Under the Supervision of the Program Manager, the staff person completes the DCF 136, which is mailed within 48 hours of the disclosure. Copies of the DCF 136 are placed in the child's file and the Naugatuck Board of Education's file.

Outside Professional Capacities

Mandated reporters who, outside of their ordinary course of business, have reasonable cause to suspect or believe that a child under the age of 18 is in imminent risk of being abused or has been abused or neglected, can and should make a report to the Hotline.

**WELCOME TO NAUGATUCK EARLY CHILDHOOD
DEVELOPMENT CENTER**

You have successfully completed the intake enrollment process with your Family Service Worker

Parents/Guardian may use the form below to reference their child's assigned Classroom and Support Staff

Center & Classroom: _____

Arrival Time: _____

Departure Time: _____

Teacher: _____

Assistant Teacher: _____

Family Service Worker (FSW): _____

Social Services/Parent Involvement Mgr.: _____

Director: _____

Special Needs Mgr.: _____

Education Manager: _____

Child's Name: _____

HANDBOOK ACKNOWLEDGED AND RECEIVED

I have received a copy of the Naugatuck Early Childhood Development Parent's Handbook. The handbook contains policies and regulations which apply to my child and me. I read, understand and agree to follow it.

I have received a handbook and was given the opportunity to ask questions during my Intake Session with a program Family Service Worker or at a Family Orientation activity.

Parent/Guardian Signature

Date

Family Service Worker

Classroom Site

Any suggestions to add, change or improve this family handbook are welcome. Please contact the Director 203-729-2390.