



**TOLLAND
TYKES
PRESCHOOL
POLICIES, PLANS
&
PROCEDURES**

Revised 8/23/2022



The purpose of this manual is to provide information about the operating policies, plans, and procedures of Tolland Tykes Preschool to preschool staff as well as the State of Connecticut Office for Early Childhood. Policies are subject to periodic review and will be updated as needed.

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Child Discipline

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

Here at Tolland Tykes our behavior expectations are age-appropriate and always clearly defined. Positive and appropriate classroom behaviors are taught and reinforced on an ongoing basis. Should behavior issues occur, the teachers will be calm, consistent, and fair. The teacher will take the child aside and talk to him in a clear, calm, age-appropriate way about the negative behavior, as well as provide examples of positive ways for the child to handle himself. If a behavior issue is ongoing, the teachers will work with the parents to reach a solution.

A child who may be overly aggressive or is repeatedly destructive towards 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 shall not be abusive, neglectful, or use physical, 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.

Child Abuse and Neglect Policies and Procedures

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

1. Definition:

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/her
- injuries which are at variance with the history given of them
- is in a condition which is the result of 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
- allowed to live under circumstances, conditions or associations injurious to his well being (CT GS 46b-120)

2. Staff responsibilities:

As child care providers we are mandated by law to report actual or suspected child abuse or neglect or the imminent risk of serious harm of any child.

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

- Call the Department of Children and Families (open 24 hours a day) at **1-800-842-2288**
- Call the Department of Public Health at 1-800-282-6063 or 860-509-8045.
- 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/guardians
- address of parents/guardians
- phone number of parents/guardians
- relevant information such as: physical or behavioral indicator, 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

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 GS, 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 (suspension, reassignment of job duties, etc.) should there be an allegation that a staff member abused or neglected a child.

5. Staff training:

Staff will be required to attend bi-annual staff meetings, held in September and January, 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 parent board. When an

accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents/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.

CLOSING TIME PLAN

In a situation where a parent is late picking up a child under no circumstances will the child be left unattended. There will be two staff members at least 18 years of age or older with the child at all times. Attempts will be made to contact parents when they are more than 15 minutes late. After a ½ hour we will attempt to call your emergency contact. As per state requirements if the child is not picked up within 1 hour, the State Police will be notified.

EMERGENCY PLANS

Medical:

In case of an accident or illness appropriate first aid will be provided on the scene. If the injury warrants, emergency medical technicians will be alerted. If head, neck, back injuries or broken bones are suspected the child will not be moved. The EMT's will be called and attempts made to contact the parents. If either parent cannot be reached and the situation warrants we will contact the child's physician and have the child transported to the Rockville Emergency Room.

Similar steps will be taken in the case of dental emergencies. The Tolland Tykes Program is required to have a physician/nurse and dentist on call for emergencies or for consultation.

In the event a child becomes ill while at Tolland Tykes, the child will be made comfortable with close supervision until a parent or emergency guardian can pick them up.

Fire:

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be taken on the way out. The group will walk to the field area, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Director or person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone and emergency file with them. Should it not be possible to return to the building, staff will walk the children down the walkway to Tolland Intermediate School, enter through the front entrance and

proceed to the mini gym. Parents will be notified via the cell phone to pick up their children. Tolland Tykes will conduct monthly fire drills with the children.

Weather:

In cases when we are forced to close due to inclement weather, parents will be contacted by phone as early as possible. If the town schools are closed, we are closed. If the town schools are delayed, then we are closed for the day.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. Emergency personnel will be called to administer first aid, as needed. Parents will be notified after the immediate danger has passed.

Evacuation:

In the event that the facility must evacuate, the children will be walked to Tolland Intermediate School, enter through the front entrance and proceed to the mini gym. Emergency personnel will be notified of the situation and made aware of the children's location. Parents will be notified by phone of the situation and where to pick up their children. Rations will be maintained at all times and two staff will remain with the children until all children are picked up.

SUPERVISION PLAN

At no time shall a child be left unsupervised.

1. A staff child ratio of no more than 10 children per staff for children over three shall be maintained at all times (this includes indoors & outdoors). At least two staff members 18 years of age or older will be present at all times.
2. The group size shall not exceed 12 children for the 3-year old class and 15 children for the 4-year old class.
3. Children are carefully watched while outside at play.
4. When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves.
5. Children are carefully watched while at play or during an activity within the building, or on field trips, including bathroom use.
6. When a child or children use the bathroom, adequate staff will always be present.

OPERATING POLICY

Days and Hours of Operation:

Tolland Tykes Preschool is open Monday, Wednesday, and Friday from 9:00 to 12:00, through the school year, for our 4-year old program. We follow the Town of Tolland school schedule for holidays and vacations.

Tolland Tykes Preschool is open Tuesday and Thursday, 9:00am to 11:30am, through the school year, for our 3 year old program. We follow the Town of Tolland school schedule for holidays and vacations.

Admission:

Tuition for the 3-year old program and for the 4-year old program will be determined by the Tolland Recreation Department prior to registration opening for the upcoming school year.. A \$100.00 non-refundable deposit is due upon registration. Tuition payments are to be made in two (2) installments due in August and January. After 30 days, children may not return until payment is made in full.

Each child entering Tolland Tykes must have an updated physical form, signed and dated by his/her pediatrician, which includes the child's date of birth. All children's physicals must be updated yearly and immunization records must be maintained per State of Connecticut requirements.

Agreements with Parents:

Parents are asked to call and let a teacher know if their child is going to be absent for any reason. An adult must accompany the child to and from his/her classroom everyday.

Any changes in address, phone number, employment, etc. must be given in writing to a teacher or to the Recreation Department.

In case of inclement weather, parents will be contacted by phone as early as possible. If the town schools are closed, we are closed.

All communications with parents are kept on file in the preschool classroom.

Meals and snacks

The children take turns bringing in simple and nutritious snacks and 100% fruit juice or milk. The child bringing in the snack is responsible for passing them out to everyone. Children who finish before the rest are allowed to participate in a quiet activity such as reading or doing puzzles. Snack schedules are posted in a conspicuous place.

Parent involvement/Access to program and facility

Parents wishing to observe classes are welcome. Arrangements should be made beforehand with the appropriate teacher. Parents are invited to participate with holiday events, special events and trips. Special presentations by the students are scheduled periodically for the parent's information and enjoyment. Newsletters are sent home each month detailing upcoming activities and providing the parents with some material taught previously to enable review at home. Parents will be asked approximately once a month to bring a nutritious snack to share with the class.

Provisional Enrollment Period

There is no provisional enrollment period.

Withdrawal of children

Parents must give Tolland Tykes 30 days notice when withdrawing their child from preschool. There is no reimbursement on tuition payments already made.

Expulsion of children

It is the policy of Tolland Tykes to work through any problems with parents and appropriate consultants. Expulsion is the last resort.

Medication policies

Tolland Tykes will only administer non-prescription topical medications and ointments. All ointments and topical medications must be brought in their original containers. Proper forms must be filled out by the parent(s).

PERSONNEL POLICY

Job Descriptions:

Director:

- The Director is responsible for the day-to-day administration of the program. He/she is responsible for overseeing all of the other staff, including but not limited to: hiring, training and terminating and disciplining as well as making sure staff files are kept current
- He/she will show prospective parents the center, and keep track of child enrollment information
- The Director must possess personal qualities to care for and work with children, relate to and supervise staff, and relate to and communicate with parents
- The Director must be at least 21 years of age, have a high school diploma or equivalency certificate and have experience supervising staff. Any director hired or newly designated on or

after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in the administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education or a degree in Early Childhood Education from an accredited institution of higher education.

- All of the other staff are to report to the Director. In the event the Director is absent, the Head Teacher would be designated as in charge
- The Director is available to fill in for absent teachers, or is responsible for finding qualified substitutes

Head teacher

- The Head teacher is required to be present 60% of the hours the Center is in operation
- He/she must be 20 years of age or older
- He/she must have a high school diploma or equivalency certificate
- The Head Teacher must meet the qualifications for State of Connecticut approval as a Head Teacher: (A): in a child day care center, (i) a high school diploma or equivalency certificate, and (ii) least one thousand and eighty (1080) hours of documented supervised experience over a nine (9) month span of time, including working with children in a program with these standards or comparable standards in this or another state, which program serves children of the same ages and developmental stages who are served at the child day care center, and one of the following: a current center-based Child Development Associate at Credential issued from the Council for Early Childhood Professional Recognition, or twelve (12) credits in early childhood education or child development from an accredited institution of higher education with program approval from the Board of Governors of Higher Education or (iii) approval by the department as a head teacher prior to January 1, 1994; (B) in a group day care home, (
- The Head Teacher is responsible for planning and implementing the day to day educational portion of the program
- The Head teacher is responsible for meeting all of the day to day emotional and physical needs of the children
- He/she must possess personal qualities necessary to care and work with children, relate to other staff, relate to parents
- The Head teacher reports to the Director

Teacher

- A teacher must be 18 years of age or older
- Must possess a high school diploma or equivalency certificate
- He/she must possess the personal qualities necessary to care for and work with children, relate to other adults, including staff and parents
- The teacher is responsible for the day to day direct care of the children
- The teacher will assist the Head teacher in implementing the educational portion of the program
- The teacher will assist in meeting all of the children's emotional and physical needs.
- The teacher reports to the Director

Assistant Teacher

- The assistant teacher must be at least 16 years old
- The assistant teacher must work under the supervision of a teacher or Head teacher.
- He/she must possess the personal qualities necessary to care for and work with children
- He/she will assist the Head teacher or teacher in meeting the day to day needs of the children
- The assistant teacher reports to the Director.

Benefits:

No full time employees at this time. No benefits for part time employees.

Probationary period

All employees are subject to a ninety (90) day orientation/probation period. At the end of this time, the Director may:

- Recommend continued employment
- Extend orientation time
- Terminate employment

Discipline of staff shall be documented and kept in each employee's file by the Director or the Assistant Director.

Health Policy

We try to keep our classroom as healthy as possible. We wash surfaces regularly throughout the school day, disinfect the room and its contents each week and spend lots of time teaching healthy habits. Please support us by following our health guidelines and by having someone available to pick up your child at the Tolland Recreation office when a parent is not available. A sick child cannot remain in the classroom.

For the protection of all the children and staff, and for the comfort of your own child, we ask that children be kept home if they seem at all ill. Signs of illness include:

- fever over 100 degrees F or higher when taken by mouth
- congestion or runny nose, cough, shortness of breath, fatigue, chills -diarrhea, vomiting or an upset stomach within 24 hours of school
- undiagnosed rash or skin irritation
- eyes that are red and have a discharge -muscle pain, head ache -new loss of taste or smell

IMPORTANT: Most preschool-age children are unable to blow noses, cover mouths and communicate emergency toilet needs like older children can. Please keep this in mind and keep your child at home if he/she requires this kind of assistance.

COVID 19 Policy

The Connecticut Department of Public Health (DPH), State Department of Education (CSDE), and Office of Early Childhood (OEC) are excited to announce the Launching into Healthy Learning initiative for the start of the 2022- 2023 school year! This initiative is designed to get Connecticut's kids back to school, child care, and camp at the scheduled start of the school year, to keep them there in-person as much as possible throughout the year, and to keep them healthy and learning all year long. In addition to updated DPH guidance for K-12 school administrators, child care, and youth camp program operators (Respiratory Disease Prevention Strategies for Schools, Child Care, and Camps: Fall 2022), DPH, CSDE, and OEC will work closely with school districts, child care, and youth camp facilities in the coming weeks to provide the following resources to Connecticut's children and their families.

The Tolland Tykes Preschool program will be following the recommend Test-Mask-Go strategy by the Department of Public Health for the upcoming 2022-2023 school year.

TEST-MASK-GO is an optional strategy designed to increase the number of days of in-person learning and care available to children, both to improve the social/emotional/physical wellbeing of students, staff, and their families and to enhance learning recovery. The fall and spring allergy seasons combined with New England winters present a challenge for schools, child care, and youth camp facilities that were advised in previous years to exclude individuals from in-person attendance if they had any of a long list of symptoms associated with COVID-19. Schools, child care programs, and camp operators choosing to utilize a Test-Mask-Go strategy can give children and staff with mild respiratory disease symptoms (e.g., infrequent cough, congestion, runny nose, sore throat, etc.) the option to continue participating in-person provided:

- they are fever-free ($< 100^{\circ}\text{F}$) and feel well enough to participate,
- they do not live with anyone who has had COVID-19 in the past 2 weeks,
- they can wear a mask consistently and correctly (if facility operators require them to do so), and
- they test negative for COVID-19 prior to reporting in-person on every day they have symptoms, as well as one final test on the morning their symptoms have completely resolved.

Individuals who have any respiratory disease symptoms should not use the Test-Mask-Go strategy if:

- they have a fever ($\geq 100^{\circ}\text{F}$) or feel feverish (they should not report in-person until their fever has resolved for at least 24 hours without the use of medication)
- they live with a person who recently tested positive for COVID-19 (within the past 2 weeks)

Instead, these individuals should stay home until their symptoms resolve and test for COVID-19. Anyone testing positive for COVID-19 should complete isolation according to the CDC Q/I Calculator. School, child care, or youth camp administrators or health staff who have questions regarding Test-Mask-Go should contact DPH.EPI@ct.gov.

ADMINISTRATION OF MEDICATIONS

Tolland Tykes will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and EMERGENCY oral medications (i.e. Benadryl) with parent's consent. An authorization form, which must be signed by an authorized prescriber & parent, is available in the classroom.

The form includes information such as:

- The child's name, address and birth date
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

Medications must be in their original container and clearly labeled. All medications will be locked in the office cabinet or the locked box in the refrigerator. Emergent, first line of defense medication will be stored unlocked but in a safe manner & inaccessible to children to allow for quick access in an emergency. Non-prescription medication will be allowed to be stored in the locked containers with signed permission by parents. The topical medications must be stored "inaccessible" in the original container and be labeled with the child's name and directions for administering. Tolland Tykes will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of the staff administering
- Any comments

Parents will be notified when/if a child has been administered with any medication. Staff is trained in the administration of medication. This training is renewed every three years. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer medications.

PLAN FOR PROFESSIONAL DEVELOPMENT

All staff will earn professional development credit hours annually, which will total at least 1% of their total hours worked.

Topics for professional development may include:

- Early childhood education
- Child development
- Licensing regulations
- Health issues
- Nutrition
- First aid
- Social service
- Child abuse
- Programming for children with disabilities or special health care needs

Attendance at classes, seminars, workshops, conferences, and distance learning activities or participations at forums will be documented in individual staff development records.

Plan for Consultation

- Annual review of written policies, plans and procedures
- Annual review of education programs
- Availability, by telecommunication for advice regarding problems
- Availability, in person, of the consultant to the program
- Consulting with administration and staff about specific problems
- Acting as a resource person to staff and the parents
- Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years

Plan for Health Consultant

(Includes the above and requirements listed below)

- Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility.
- Reviewing health and immunization records of children and staff
- Reviewing the contents, storage and plan for maintenance of first aid kits
- Observing the indoor and outdoor environments for health and safety
- Observing children's general health and development
- Observing diaper changing and toileting areas and diaper changing, toileting and hand washing procedures
- Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication
- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed

We are required to have an education, health, dental and social service consultant. All consultants will be available to provide the minimum services to our programs as required by the State of Connecticut Regulations for Child Day Care /Group Day Care Homes Sec.19a-79-4a(h).

EDUCATIONAL PROGRAM PLAN

Children at Tolland Tykes 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 indoor and outdoor 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 development and sensory discrimination. Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language
- Motor activity
- Language learning experiences
- Experiences that promote self-reliance
- Health education practices
- Child initiated and teacher initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious meals and snacks
- Toileting and clean up