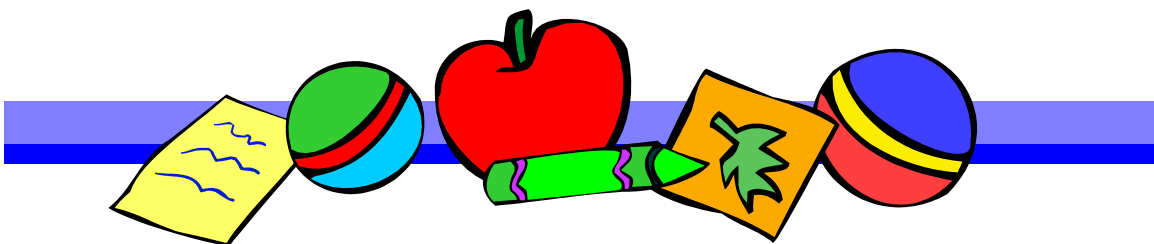


**KIDS IN ACTION**  
**Childcare & Preschool**

215 Pickett District Road  
New Milford, CT 06776  
Phone/ Fax: 860-350-3311

# Student Handbook



Dear Parents,

We are delighted that you have chosen Kids In Action's Childcare Program. Our staff is confident that your child will have an outstanding experience filled with friendships and memories to last a lifetime. Please take time to read the details of this handbook and the enclosed paperwork to ensure that you and your child will be prepared for the first day of childcare.

### **Operating Policies**

**Educational Philosophy:** Our single philosophy to help build children's self-esteem. We strive to develop happy, healthy, responsible kids.

Kids In Action is a full-service program that is for children ages 6 weeks-12 years of age.

The program is designed to provide a stimulating, safe environment that emphasizes healthy minds, bodies, and attitudes through creative educational experiences while meeting the full part and time needs of families in New Milford and surrounding communities. We will meet, address and enhance each individual needs of the diverse population of children that we serve which includes cultural, language and developmental differences.

There will be language learning experiences that will provide opportunities for spontaneous conversation, as well as experiences with books, poems, stories and songs. Your child will have experiences that promote self-reliance and build self-esteem, health education experiences that include modeling good health practices, sound nutrition and safety awareness.

The happiness, safety and well-being of the children are our primary objectives. We strive to provide a warm and nurturing environment for children.

**State Licensed:** We are periodically inspected by regulatory agencies to ensure the best for your child in the areas of education, health, safety, and other specific requirements mandated by Connecticut Department of Public Health and Addiction Services.

**Equal Opportunity Provider:** Kids In Action is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

**Programs:** Our childcare and camps offer full and part time options for children ages 6 weeks-12 years of age. The curriculum is designed with the individual child in mind. It is centered around monthly and weekly themes that encourage active participation in a creative environment. Our program goal actively addresses the child's gross and fine motor skills, cognitive, physical, and emotional developmental needs and are available on a term basis. The classroom contains child-initiated activities as well as staff-initiated activities. There will be opportunities for your child to work in individual or small group activities, active and quiet play, rest, sleep or quiet activities. There will be

times throughout your child's day where they have access to the toilet, learning the proper hygiene while in the bathroom and learn proper handwashing skills. **Please review attachment for our Tips on Potty Training & The Procedure we follow at Kids In Action for when your child shows interest on the potty.**

**Provisional enrollment period and withdrawal:** We do not have a set provisional period. We work with families to help make the transition a positive experience. We encourage the child to try out a day to give the child a sense of what their day will be like without making a commitment. (In order to do this, I will need to have an enrollment form filled out and signed by the parent, an updated physical and consent for treatment filled out and signed by the parents for the child to come). If the parent and teacher feel that its not a good fit, a deposit will not be required.

We must receive 30 days written notice prior to withdrawal from Kids In Action. The management of Kids In Action reserves the right to terminate a child's enrollment for any reason.

**Full Time Childcare & Camps:** This is available for children ages 6 weeks-12 years of age. The hours consist Mon.-Fri. from 7:00a.m.-6:00p.m.

**On Demand Childcare:** Part time care is also available. You tell us the days and times you need childcare. However, we do require 24 hour notice if your child's schedule does not happen to change. If your child has been scheduled on a particular day, and your child does not attend, there will be a minimum charge of \$10.00 due to scheduling of staff.

**The 4 year Preschool:** Discover the pride that your child will develop and express as they learn to do it by themselves. This program focuses on cognitive and language development, creative exploration and gross and fine motor development. It is designed to prepare the children for their Kindergarten experiences. The children will take part in such activities as creative theater workshops, art lessons, creative dance and movement, introduction to reading and math readiness skills. The program is M, W, F, and the hours are 9:30a.m.-1:30p.m. Tuition is due the first of every month.

**The 3 year Preschool:** With an emphasis on dramatic play, interest and discovery tables, number and letter recognition, social, emotional and character development, your child will begin to explore the world around them. The program is available T, Th and the hours are 9:30a.m-1:30p.m. Tuition is due the first f every month.

**Summer Camp:** Sun and Fun! Kids In Action provides a joyful, fun-filled camp program for ages 3-12 years. Our children enjoy outside activities, arts and crafts, swimming and field trips. There are different options available:

- M-F 7:00a.m.-6:00p.m.            - M, W, F 9:00a.m.-4:00p.m.
- M-F 9:00-4:00p.m.                - T, Th. 7:00a.m.-6:00p.m.
- M, W, F 7:00a.m.-6:00p.m.    - T, Th. 9:00-4:00p.m.
- Another option is to do any choice until 1:00p.m.

**Clothing:** Your child will be active indoors and out. It is important to be dressed in comfortable, play clothes (washable) that will adapt to food spills, paint, sand and water. Clothing should be easy for your child to manage by themselves. While our staff is helpful to the children, the child must be self-sufficient in the bathroom. We ask that you label jackets, sweaters, hats, bathing suits, towels, and other clothing that might be removed. Children are required to wear shoes. Please provide shoes your child can put on and off themselves. Please make sure your child always has an extra outfit in case your child has an accident.

**Outdoor Play:** Fresh air and exercise are important to a child's good health. During inclement weather, we plan indoor activities. We carefully monitor outdoor play and provide adequate water and shade. Please be sure your child has appropriate clothing for all seasons. Hats, gloves, snow pants and boots are needed during winter months. During the summer months, sunscreen for your child's protection is recommended. **You must apply sunscreen before your child attends school/camp.** All children are required to wear closed toe shoes.

**Lunches & Snacks:** Daily, your child should have nutritious snacks and a meal (lunch) that is placed in a lunch box that **MUST** contain an ice pack. They should have the appropriate amount of food and drinks depending on the number of hours they are in school. For example, if your child is attending a full day, they should have at least 3 drinks, two snacks and a lunch. Children that are under three will be cleaned up before and after every meal. For children three years and older, they will use proper handwashing procedures, responsible for getting their own lunches, water bottles. They will also be responsible for cleaning up after themselves. For example, throwing their garbage away, packing up their lunch box and putting their belongings away. Times that your child will be offered meals are as follows: Snack is offered at 9:30a.m. and lunch is offered between 12:00pm and 12:30p.m. The snack in the afternoon is at 3:00p.m. **Please also include utensils if is needed.**

**Birthday's:** If you wish to arrange a birthday treat for your child's group, please arrange the date and time with his or her teacher. Due to allergies, please don't bring anything in that contains nuts.

**Disaster and Fire Drills:** Kids In Action has well-defined plans for both fire and weather/disaster evacuations. Fire drills are held regularly. Should an emergency require evacuation of the center occur, you will be notified immediately. A layout of the floor plan is in each classroom. This indicates where the staff and children will be exiting the building. All teachers and staff will walk out at their designated area and meet in the large playground adjacent to the building. All children and staff will be at the furthest point from building within the playground. Staff will be responsible for taking out the following items when we practice fire drills in preparation of a real fire.

- **Daily attendance sheets**
- **Emergency contact numbers of children in their classroom**
- **Phone**
- **First aid kit**

For a real fire, parents will be notified immediately of the situation by using their contact information.

**Parent Involvement & Visits:** We encourage you to visit often, join us on field trips and share your skills and talents with us. Our staff is eager to involve you wherever and whenever possible. Informal conferences are encouraged and arranged whenever you need them. Preschool parents receive a weekly lesson plan to inform you of special educational themes and ideas. Many notices and events of parental interest are posted on the bulletin board to keep you informed of our activities. We have an open door policy and parents are encouraged to visit frequently.

**Personal Belongings:** We discourage your child from bringing toys from home because of potential for loss and breakage. All of your child's clothing should be labeled, and put in your child's backpack. Should your child lose clothing or a possession, check with the teacher immediately. Kids In Action is not responsible for lost or damaged items.

**Arrivals:** Kids In Action opens up at 7:00a.m. Children will not be accepted before then. Our preschool program opens up at 9:30a.m. Please be sure to sign your child in on the appropriate sign in sheet. Kids In Action cannot be responsible for children who are not properly signed in.

Always say goodbye to your child even if tears are eminent. It is important to let them know that you have not vanished and that you will return. Please advise the teacher of any pertinent information regarding your child's behavior.

**Departure/ Full Time Children:** Kids In Action childcare and camps close promptly at 6:00p.m. All children must be picked up before that time. **Parents of children not picked up by 6:00p.m. will be charged a late fee of \$30.00 for every 15 minutes per**

**child or part there of beyond 6:00p.m.** Please be sure to sign your child in and out each day. Any child not signed out will be charged up until 6:00p.m.

When a delay is inevitable, please contact the center and inform the staff. Please note that this does not, however, free you of the late charge.

**Departure/ Part Time Childcare:** The educational preschool hours are 9:30a.m.- 1:30p.m. The above highlighted late fee policy applies for children picked up after 1:00p.m. If you are interested in having your child remain in the care of Kids In Action beyond 1:00p.m., you need to schedule that ahead of time.

No child will be released from the program to an unauthorized person. Prior written permission from the parent, or a phone call and satisfactory personal identification must be obtained prior to the release of your child. To avoid unnecessary delays, please take care of arrangements in advance.

Parents who are habitually late picking up their child may be requested to seek alternate care which better meets their scheduling needs.

**Kids In Action abides by all legally served court orders. We must have a notarized court order on file regarding parental custody matters.**

**Mandated Reporters:** We are required by law to report suspected child abuse and neglect to proper authorities within 12 hours of suspected abuse.

**Registration:** All children in the childcare program are required to have a current physical on file, good within one year and emergency contact information; whose authorized to pick up, etc. Parents have the option of registering over the counter or on line. Any one person registering is required to sign a waiver form.

**Tuition:**

**Full Time Children:** Payment is required the Friday before the following week or Monday of the current week that is due. However, if you would like to pay every two weeks, or once a month, payment **MUST** be paid in advance. Kids In Action accepts, cash, check or credit card. To process a credit card, a form must be filled out for your card to be processed. Credit cards are processed on Fridays of every week.

**Preschool/ 9:30am to 1:30pm:** Payment is required the beginning of each month.

**\*Please take notice:** Payment is required regardless of attendance.

**On Demand Childcare:** Required to put a deposit down in the amount of \$100.00 or an amount that both parent and director agree on. The total number of

hours the child attended will be deducted off the deposit. There is a minimum charge of one hour.

A deposit of \$10.00 per fob is required per parent and will be refunded when the parent/parents return security chip. If the key fob is lost, there will be no refund due to the parent.

**Summer Camp:** Payment is required every week. **Field Trips:** Must be paid in advance to allow your child to attend the trip. Once you have told the management team at Kids In Action that your child will be attending a trip, payment is required regardless of attendance.

**A deposit of one week is required upon enrolling.**

**Vacation Time:** Kids In Action gives vacation time to families whose children are in the program. Vacation time is based on the number of days your child is enrolled. For example, if your child attends 5 days a week, you are entitled to 15 vacation days. This can be broken into days and weeks. Once your vacation is used up per year, payment is due regardless of attendance. **This is only offered to customers who make a year-round commitment.** If you pull your child out of the program before the year, and you have used up your vacation days, the parent is obligated to pay back the vacation days they used back to Kids In Action.

**Physicals and Health Forms:** All students are required by state law to have a physical examination. For children ages 6 weeks-5 years of age must have a physical within 12 months. For children ages 6-12, a physical is required at grade 3 and grade 5. Please have your physician complete the enclosed State of CT form and return it no later than two weeks prior to the start of school. You will also find a form enclosed for you to fill out concerning additional information to ensure your child's safety. Children will not be admitted to school unless these forms have been returned in advance for our medical director's review.

**IRS Statement:** Kids In Action does not provide an itemized statement for tax purposes. We will provide you with our taxpayer identification number for the childcare expenses form.

**Refunds:** Kids In Action charges a \$20.00 fee for returned checks.

**Make up Days:** We cannot grant opportunities to make up lost days because of absences for any reason.

**Holidays: Kids In Action is closed for the following holidays:**

- Christmas Day
- The day after Christmas
- Thanksgiving Day
- The day after Thanksgiving
- New Year's Day
- Memorial Day
- Labor Day
- 4<sup>th</sup> of July
- Good Friday

**Preschool:** Please note: our preschool program follows the New Milford Public School system calendar and will be closed for school holidays, school vacations, and we will also adhere to the public schools decision regarding snow days or delayed openings. For example: if the New Milford Public School has no school, there will be no preschool. If the public school has a delay (1 ½ hours) then preschool will also be delayed.

**Medical Policy:** In the interest of your child's health and the health of children enrolled in Kids In Action we require that ill children be kept at home or that other arrangements be made for their care. Kids In Action asks that a child who becomes ill during the school day be taken home within one half hour if they develop any of the following symptoms:

- Conjunctivitis (Pink Eye)
- Runny nose with green or yellow discharge
- Temperature of 100.1 degrees or higher
- Diarrhea (2 bouts)
- Vomiting
- Unidentified rash
- Any contagious disease or infection

**Your child may return to Kids In Action when they are free from the above symptoms for 24 hours and have not been given medicine to reduce fever. \*You must have a doctor's note indicating that your child can return to daycare. However, between myself, Dr. Hack our daycare physician and our nurse consultant, we would make the final decision whether your child can or cannot attend daycare.**

If a child develops any of the aforementioned symptoms while at the center they will be put in an isolation area where they can still be observed until the parent comes to pick their child up. If the child's parent (s) cannot be reached, one of the emergency contacts will be called to come and pick up the child. The contacts and permission for the release of the child to the emergency contact person are provided by the parents on Kids In Action forms.

The emergency contact person will be asked for personal identification before the child is released to their custody. It is the parent's responsibility to keep the Emergency



Contact information current. It is of upmost importance in case of an emergency. Please notify Kids In Action when emergency or pediatrician's phone numbers change.

An emergency vehicle will be called when deemed necessary if a serious accident or illness occurs. Parent or their designated Emergency Contact will be asked to transport their child in less serious situations.

**Medication:** In the event that your child is required to take medication during their time at Kids In Action we must have an authorization to Administration Medication form filled out and signed by both you and your physician. All prescription medications must be in the original packaging, complete with directions, pharmacy name and phone numbers, doctor's name and expiration date. No expired medications will be accepted. Medications are required to be locked up. When you arrive, please hand over the medication and necessary paperwork to one of our staff. No child is allowed to have medication on them or in their personal belongings at any time. These procedures must be followed for all medications even over the counter cold/allergy remedies.

**If a child is in need of a medication, example: epi-pen, and they forgot their medication, the child will not be allowed to stay at the program.**

**Contagious Diseases:** Childhood diseases and illnesses are part of growing up. You will be notified of any incidence of contagious diseases affecting children at Kids In Action. We report such diseases to the local health authorities, as required by law. Children absent due to a contagious disease may not return to Kids In Action without a signed statement from a physician indicating they are no longer contagious and is ready to return to regular program activities. When your child is absent due to an illness, please notify Kids In Action.

#### **Preschool & Full Time Daily Schedule**

7:00am-9:30am: Drop off/ Free Play  
9:30am-10:00am: Preschool Arrive/ Potty/ Handwashing/ Snack  
10:00-10:30am: Circle/ Calendar/Weather/ Flag/ Story/ Music  
10:30-12:00pm: Stations/ Manipulatives/ Art/ Math  
12:00-12:40pm: Potty/ Wash/ Lunch  
12:40-1:40pm: Potty, Wash/ Outside  
1:30pm: Preschoolers get picked up  
1:40-2:00pm: Come inside/Potty/ Wash  
2:00-3:00pm: Rest Time  
3:00-3:45pm: Wake Up/ Wash/ Snack/ Potty  
3:45-6:00pm: Outside Time

If it's rainy weather, instead of outside, we play in the afterschool room/ gym.

Afternoon schedule for inclement weather is as follows:

3:45-6:00pm: Centers/ Manipulatives/ Crafts

### **Before & After School Program Schedule**

7:00a.m. Children Arrive

7:00a.m.-8:15a.m. Children Play Indoors or Outdoors

8:15a.m.-8:30a.m. Children Depart on the Bus

3:15p.m.-4:00p.m. Children arrive off the bus

While children are waiting for the kid to get off the bus, the children will have snack, color and or play games

4:00p.m.-5:00p.m. Outside Time/ Indoor Playground

5:00p.m.-6:00p.m. Homework/ Reading

6:00p.m. Children Depart

### **Toddler Daily Schedule**

7:00am: Drop off

7:00am-8:00am: Free Play in the Room

8:00am-9:00am: Activity Room

9:00am-9:30am: Potty Break/ Diaper Changing

9:30am-10:00am: Wash/ Snack

10:00am-10:10am: Story Time/ Music

10:10-10:30am: Art

10:30am-11:00am: Potty Break/ Diaper Changing

11:00am-12:00pm: Outside/ Activity Room

12:00am-12:30pm: Wash/ Lunch

12:30pm-1:00pm: Potty Break/ Diaper Changing

1:00pm-3:00pm: Naptime

3:00pm-3:30: Potty Break/ Wash/ Snack

3:30-4:00pm: Story Time/ Music/ Math Activity

4:00pm-5:00pm: Outside/ Free Play in Room

5:00pm-5:30pm: Activity Room

5:30-6:00pm: Free Play/ Pick Up

## Discipline Policy

The goal of discipline that will be implemented in this program is to help children develop proper control so that they express appropriate social behavior. Included are types of discipline that will be followed in the program. They consist of:

- **Positive Reinforcement:** If there is a child that is upset about a situation, they will be encouraged to always use their voice. Have the child tell the other child or staff member what is bothering them and how they could solve the problem. Staff members will demonstrate to the child so they can in return model that appropriate behavior.
- **Establishing limits:** Children and staff will have clear expectations from all staff members as to what will or will not be allowed. Children and staff will know that under no circumstance will aggressive or bullying type of behavior be permitted. Any child who is continuously exhibiting aggressive or bullying type of behavior will be asked to leave the program.
- Staff members will never use abusive, neglectful, humiliating or frightening punishment toward any child at any time.
- Children will never be physically restrained unless it is necessary to protect the safety and welfare of the child or others. If it becomes necessary, it would be done in a safely and gentle manner but also telling the child why it is necessary. During this time, a child would not be put in isolation away from the supervision of a staff member. If a child is bullying, harassing, or becoming physical with another child, the following steps would be implemented. To help access all types of behavior and to properly handle the discipline action, our goal will always be to hear both sides of the story. Both children that are involved will get the opportunity to tell their side of the story. Once both sides have told their side, the teacher will respond according to what he/she finds to be the accurate consequence.

**Redirection:** Our first choice of handling any child, except when it becomes physical with another child, is to always re-direct the child. If a child is showing signs of not being able to get along in a certain center, a staff member will have the child move themselves to another center. If a child is continuously showing disruptive behavior, the following steps would be implemented:

**Disruptive behavior:** A child who is moving from one center to another that is consistently being disruptive (i.e. Knocking things down that other children are building, arguing with other children) that child would be asked to sit down and do an activity that is quiet (i.e. puzzles, coloring, Legos etc.). The amount of time

the child would do this activity would be either based on the age of the child or until a staff member could see that the child regained his/her self-control. Before the child resumed the activities, a staff member would talk to the child as to why they were asked to do the quiet activity, and how they could handle themselves better. The child would then be allowed to resume activities with the other children.

**Physical Behavior:** Any child who is physically going after another child would automatically be put in a “time out”. Again, a staff member would go over the importance of using “our words” and not our hands. A discussion would also follow as how to handle ourselves better. A record will be kept whenever another child physically goes after another child. Both parents would sign off on the log sheet, indicating that they are aware of the situation. A child who is continually going after children, the third time, the child would be asked to leave the program.

Staff will continuously supervise children during disciplinary actions.

**Inappropriate Language:** Any child who is speaking inappropriately will have their parents called to come pick up their child. The child will have a one day suspension from the childcare program; this does not mean the day of pickup, but the next scheduled childcare day. If this becomes a recurring problem, it will be treated in the same manner as bullying or aggressive behavior.

## **Abusive & Neglect Policy**

**Policy Statement:** All of our jobs as caregivers are to first and foremost protect the health and safety of each child that is enrolled in the program. We also have a responsibility to provide a temporary or permanent nurturing and safe environment for children when it becomes necessary, and for these purposes are required to report suspected child abuse, investigation of such reports and provision of services where it may be needed for children and families.

**Child Abuse:** Any child or youth who has a non-accidental physical injury, or injuries, which are a maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

**Physical Abuse:** is an intentional physical injury to a child.

**Sexual Abuse:** involves a child in a sexual act or situation.

**Emotional Abuse:** occurs when a child is made to feel bad about him or herself or when a care-giver says things to hurt the child. Emotional abuse also occurs when an adult ignores a child's emotional needs.

**Child Neglect:** any child or youth who has been abandoned or is being denied proper care and attention, physically, educationally, or morally or is being permitted to live under conditions, circumstances or association injuries to his well-being.

**Staff Responsibilities:** As caregivers, we are all mandated by law to report actual or suspected child abuse, neglect or the imminent risk of serious harm of any child. Any one person who does not report when necessary will be terminated. This termination will be notified to DCF.

**Reporting Requirement:** An oral report shall be made by a mandated reporter by telephone or in person to the Hotline or to a law enforcement agency within eight hours of having, in their professional capacity, reasonable cause to suspect or believe that a child has been abused or neglected. If a law enforcement agency receives an oral report, it shall immediately notify the Hotline. Within eight hours of making the oral report, a mandated reported shall submit a written report to the Hotline. The form is called DCF-136. All reports to the Hotline shall be recorded.

Any suspected or confirmed instance of child abuse or neglect shall be reported to the following people:

The Director

The Department of Children and Families 1-800-824-2288 (open 24 hours a day)

The parents of the victim

If the mandated reporter is a staff person that provides care for the child, the reporter must also submit a copy of the written report to the person in charge or the person's designee.

In the case of an employee of a facility which is licensed by the State, a copy of the written report shall also be sent to the head of the State licensing agency.

**The Facility's Internal Investigation Procedures:** If we notice a child that is regularly attending the program in ill-fitting or inappropriate clothing, and he/she has not been bathed, as the director/teacher in our facility we will make a personal contact with the parent. A record of this will be kept in the child's file. If the concern persists, we as the director/teacher will notify DCF. The date of this concern will also be noted in the child's file.

If we suspect that a child is being abused/ or neglected it will be our responsibility to notify DCF.

If a child brings a situation known to a staff member (i.e. someone touched them inappropriately) the following steps would be followed:

- The information would be passed to the Director/ Operator
- The staff member that initially received the information documents what the child's name is, what they said, and the date and time that they were made known. Copies of this information would be given to the law enforcement personal, DCF, DPH and a copy will be kept on site at the facility.
- Simultaneously, a report to DCF would be made.
- Any other staff members that were in the room/ area at the time of the allegations would also have to write down a statement regarding the situation that had occurred. This statement will also be sent to DCF, DPH, law enforcement and a copy would be kept on file at the facility.

If the abuse/ neglect is coming from a staff member the following steps would be followed:

- The Director/ Operator would be notified
- The person that was being accused would be on administrative leave/ not allowed on the premises while being paid until all investigations were complete.
- Notification to DCF and the DPH would be informed of such allegations.
- Any staff members that were in the room/ area of the time of the allegations would be required to write down a statement regarding the situation. Again, this information would be sent to the appropriate authorities as well as kept on file at the facility.
- The victim's parents would be notified

If the allegations were against the Director/ Operator such actions would be in place:

- Another staff person would be called in to replace the Director/ Operator and take on their responsibility until all investigations were complete.

Regardless what role a staff member has whether it's Director/ Operator or teacher, if the findings come back as sufficient evidence that that member would be terminated. Notification to DCF and DPH would be informed of the termination.

**How will the child be protected:** If a child makes it known that a staff member abused/ neglected them, first, it would not be known to the staff member who was accusing them, and that staff person would be asked to leave the premises. The director/ operator or another staff member would fill in for that staff member so the ratio is always maintained.

The parents would be notified immediately of such allegations.

**Protocol for allegations toward parents/ family members:** If a child comes to a staff member and is expressing concerns about a possible abuse/ neglect situation, the staff member would first talk to the child in the following manner:

- ask question to help find out what the situation might be  
(i.e.) what happened, how did it happen, where were you, who were you with etc.)

A staff member will be trained to NEVER ask questions like did your mom or dad do this? Staff members will be trained to always ask open ended question, never to ask leading questions. The following steps will also be followed:

- The Director/ Operator would be notified
- A statement would be made to the staff member that was notified in writing, information they received from the child.
- An oral report will be made to DCF and DPH on the allegations that are being alleged.

**Reporting Requirements:** When reporting an allegation the following information is required:

- the child's name, address, phone number
- name of parents/ legal guardian, address, phone number
- relevant information such as: physical or behavioral indicator, nature and extent of injury, maltreatment or neglect
- exact description of what the reporter 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

Each child's records are kept on file. The information includes:

- updated health forms
- Emergency contacts
- Consent for treatment
- Handbook acknowledgement
- Permission agreement
- Registration form

All staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect. A copy of the Form 136 will also be kept on file at the facility.



The management of this facility/ 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.

**DCF Hotline:** 1-800-842-2288

**Preventing Abuse and Neglect:** While children are in the program, they are always in visible sight. There will always be two people in the facility at all times. This will include inside or outside the facility. In each classroom there is a window where people walking down the hall can see what is going on in the classroom.

**Staff Training:** Staff will be required to attend bi-annual staff meetings, regarding staff policies, abuse and neglect policies and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

**Informing Families of Abuse and Neglect Policies:** A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. All parents are expected to sign off, indicating that they have read and understand our policies. A copy of this policy will also be posted on the parent's board.

**Steps to be taken with medical Services:**

The staff will be trained upon hire all the policies and procedures. Staff will continue to have training every year.

Included is a list of signs of abuse and neglect that will also be included in our parent handbook and be posted on our parent board. The Discipline Policy will become part of the Parent handbook. Each parent will sign a document indicating that they have read and understood the policies and procedures that will be implemented in the program. This document will be kept in each child's file at the facility.

### **Closing Time Plan**

If a child is not picked up by the time of closing, two staff members 18 years or older will stay with the child until the parent or emergency contact person arrives. If the parent is ten minutes late, and we haven't received a call from the parent indicating that they will be late, the person in charge will try calling both parents at home and at work. If we don't get an answer, the two staff members will wait ten more minutes. If there is still no contact, the staff person in charge will start calling the emergency contact people that the parents have filled out on the form to release their child in the event of an emergency. The police would be notified if the following things occurred:

- If we couldn't get a hold of an emergency contact person and we didn't hear from the parent/ legal guardian after a total of 30 minute wait time.

- Once the emergency contact person picked the child up, and we still didn't hear from the parent/ emergency person didn't know where the parent was.

Our ultimate goal is not to traumatize the child unnecessarily while still maintaining safe supervision of the child.

#### **Children Enrolled in the Preschool Program:**

If a child has not been picked up after the preschool program, the same procedures as stated above would be implemented.

**Handbook Acknowledgement**

This is to acknowledge that I, \_\_\_\_\_ have read and understand the Kids In Action Childcare handbook and have read and reviewed with my child the Kids In Action discipline policy. I have also handed in the Early Childhood Health Assessment and the Kids In Action Student Information Form at least 24 hours before my child began attending Kids In Action.

\_\_\_\_\_

\_\_\_\_\_

Parent/ Legal Guardian Signature

Date

**Consent for Treatment**

This is to certify for the time from \_\_\_\_\_ until my child no longer attends Kids In Action, I/we hereby constitute and appoint Kids In Action my true & lawful attorney for authorizing consultation with the emergency or Family Physician for my child(ren).

**Permission Agreement**

I/we grant permission for my child to use all the play equipment and participate in all activities at Kids In Action unless noted here: \_\_\_\_\_.

I/we grant permission for my child to leave the Kids In Action premises under the supervision of all staff members for neighborhood walks and to play at the playground across the street.

I/we grant permission for my child to be included in evacuation and pictures connected with Kids In Action.

I/we grant permission for Kids In Action to take whatever steps may be necessary to obtain emergency medical help if needed. These steps may include, but are not limited to the following:

Administer first aid, attempt to contact the child’s physician, attempt to contact the parent(s) listed above on emergency contact info. **Please note it is the parent’s responsibility to make sure this info is always kept up to date. Kids In Action cannot be held responsible for inaccurate information provided by parents.** If we cannot contact a parent or family physician we will do any of the following: call our staff physician, call an ambulance, have the child taken to the hospital in the company of one of our staff, staff member vehicle, or other program vehicle, any expenses incurred as a result of any of the above will be borne by the child’s parent or guardian.

Kid In Action will not be held responsible for anything that happens because of false or misleading information given at the time of enrollment.

Kids In Action will not assume responsibility for any child that is not signed in by a parent or legal guardian when he/she arrives for the day. If your child is not signed out, you will be charged through 6:00p.m.

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/ Legal Guardian Signature: \_\_\_\_\_

Transportation Permission Slip

I give Kids In Action permission to put my child on the bus provided by All Star Transportation in the morning to go to school.

Parent/ Legal Guardian Signature: \_\_\_\_\_