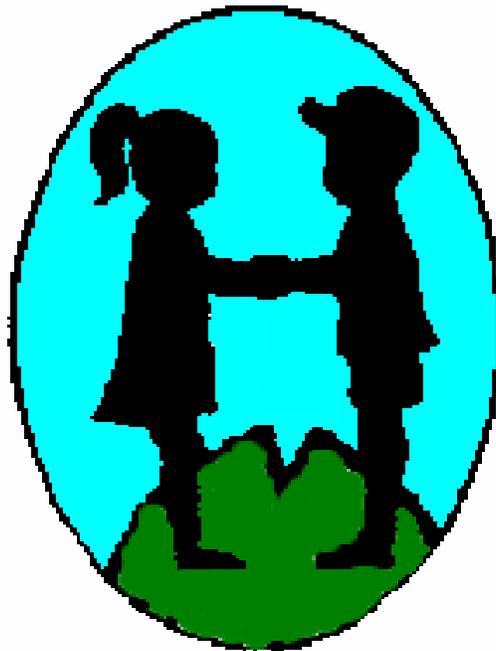


# NURSERY ON NOTCH HILL

## PARENT HANDBOOK



**Providing early childhood education since 1971**

**320 Notch Hill Road  
North Branford, CT 06471  
203-481-0240  
Nurseryonnotchhill@gmail.com**

Revised 8/20/2018

**SCHOOL CALENDAR**  
**2018-2019**

NEW PARENT ORIENTATION	Thursday, August 30 (6:30pm)
CLASSES BEGIN (T- TH)	Tuesday, September 4
CLASSES BEGIN (M-W-F)	Wednesday, September 5
COLUMBUS DAY ( <b>NO SCHOOL</b> )	Monday, October 8
THANKSGIVING RECESS ( <b>NO SCHOOL</b> )	Thursday, November 22-- Fri, November 23
HOLIDAY RECESS ( <b>NO SCHOOL</b> )	Monday, December 24—Tuesday, January 1
MARTIN LUTHER KING DAY ( <b>NO SCHOOL</b> )	Monday, January 21
WINTER RECESS ( <b>NO SCHOOL</b> )	Monday, February 18 – Tuesday, February 19
SPRING RECESS ( <b>NO SCHOOL</b> , includes Good Friday)	Monday, April 15- Friday, April 19
MEMORIAL DAY ( <b>NO SCHOOL</b> )	Monday May 27
ALL SCHOOL PICNIC	TBA
LAST DAY T-TH classes	Tuesday, June 11
Last Day M-W-F Classes-Graduation for 4's	Wednesday, June 12
SUMMER PROGRAM BEGINS	Monday, July 8

**NURSERY SCHOOL STAFF**

**NURSERY SCHOOL STAFF**

Vicar	Lucy LaRocca	(203) 488-7395
Director	Susan Calamita	(203) 215-9290
Head Teacher	Donna Hart	(203) 214-3597
Teacher	Betsy Sachs	(203) 410-1852
Teacher's Aide	Rita Melillo	(203) 533-5514
Substitute Aide	Debbie Anderson	
ECE Consultant	Bernadette Stak	
Nursery on Notch Hill Office		(203) 481-0240

**CHAIN OF COMMAND**

**Vicar/Zion Vestry**  
**Director**  
**Teachers**  
**Teacher Aides**

## HISTORY

The Nursery on Notch Hill was founded in 1971 by the parishioners of Zion Episcopal Church to allow the children of North Branford and surrounding communities to have a pre-school learning experience. At the time of its' founding, there were no other nursery schools in North Branford. In 1984, a major flood filled the school with water, ruining what was then the many rooms that made up the nursery school. Still motivated with spirit, the parishioners of Zion Episcopal Church rebuilt the school to its present form with two large airy classrooms, and kitchen and an office. A new drainage system was also installed to prevent recurrence. The 1,200 square foot indoor play area was repainted and utilized in 1990. 1993 brought another physical change, the enclosure of an outdoor playground of over 8,000 square feet. The enclosure of the playground and much of the play equipment contained within were paid for through the fundraising efforts of the parents.

We are no longer the only preschool in town, however, its importance to the community has grown. In the new millenium children are exposed to more, sooner. Parents often both work. So much has changed, but the Nursery on Notch Hill remains a place to which parents can feel good bringing their children. It is a place where the most current educational theories are used daily by a well educated and qualified staff in a nurturing environment that promotes respect for one another, confidence and an eagerness to learn.

## ADMISSION POLICY

We are committed to serve and admit all children and their families without regard to race, sex, culture, religion or disability. We do not discriminate on the basis of race, color, ability, national or ethnic origin in administration of educational policies, admission policies and other school-administered programs.

## MISSION STATEMENT

Nursery on Notch Hill is an outreach program of Zion Episcopal Church. Our mission is to serve children in our community by promoting social and moral development in each child. Nursery on Notch Hill fosters values such as compassion, respect for themselves and others. We believe this will set the foundation for future learning. Administering a quality-educated program through a structured, warm, and caring environment is the focus of our program.

The parish of Zion Episcopal Church is devoted to our school, providing a safe environment where each child is respected and accepted. By continuing to run this school as a non-profit outreach, it is our hope that the children will be able to enjoy a quality preschool experience

## INTRODUCTION

For a child, each new situation outside the security of home requires adjustment. In school, children adjust to teachers, children, group situations, and separation from their families. Initial impressions of school can be lasting. Therefore, it is important that teachers and parents share in doing all they can to help children become comfortable.

We respect the anxiety, which many children feel upon separation from their home. **Most children, given the opportunity, can conquer this normal reaction.**

Many children are initially eager to go to school, but when the big day arrives, it is common for anxieties to surface and for assorted reactions to appear. The child may cry and cling to his or her parent, or just sit and observe the new situation for several days. There may be changes at home, such as thumb-sucking or bed-wetting.

The child needs to feel that teachers and parents are understanding and accepting of anxieties and ambivalence. Teachers are experienced in dealing with these feelings and will help distract and re-direct your child. Don't be hesitant to leave: you have decided that preschool will be a positive experience for your child and, with time, your child will feel that way as well. A positive attitude on the part of the parents during this adjustment time makes it possible to evaluate the needs of the child with greater accuracy.

### **FAMILY INVOLVEMENT**

We strongly encourage family involvement and open communication between teachers and parents. We consider ourselves a community and want families to create relationships with each other to build a support system for each other and their children. As a parent, you can play an active part in your child's early childhood education. Parents may be a parent helper in the classroom, and will have the opportunity if you wish, to work with the teacher and watch first hand as your child learns academically and socially.

### **REGISTRATION**

The Nursery on Notch Hill is open to all children from three to five years of age. Children must be at least three years old by December 31 of the year of attendance.

All children must be toilet trained before entering school. According to state regulations, we are not permitted to admit any child wearing diapers or pull-ups.

The registration fee is due with your application. It is non-refundable unless the child is not accepted into the school.

Families with children currently enrolled may register during early registration. Registration opens to the public during open registration.

As a non-profit institution, The Nursery on Notch Hill reserves the right to determine whether it has the capability of providing students with resources, services and program modifications that their needs might require. If, after careful consideration, the school determines that it cannot reasonably provide what is required to address a student's behavioral or developmental needs, we reserve the right to deny admission or require withdrawal. Tuition will be refunded, provided that all payments are current, as stated in tuition guidelines.

## **TUITION**

To insure placement in a class, one month's advance tuition is required at the time of enrollment. This advance payment is applied to your June tuition payment. It is refundable during the school year, if all tuitions are paid through the month of withdrawal.

All subsequent tuition is paid on the first school day of each month. If this is not possible, please contact the director, to make other arrangements. Refer to the Tuition Guidelines form for additional information.

The parent will be responsible for any bank fees due to bounced checks. The parent will also be responsible for collection fees for tuition and/or registration payment.

## **Supervision Plan**

1. A staff child ratio of no more than 10 children per staff member. This also includes indoor, outdoor and naptime.
2. The group size shall not exceed 20 children.
3. Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotates among the play areas.
4. When a child goes inside to use the bathroom from outdoors, a staff member is to accompany him/her. Children are never allowed to travel from outside to inside themselves.
5. Children are carefully watched while at play or during an activity within the building, including bathroom use.
6. When children use the bathroom, adequate staff will always be present.
7. There will be a minimum of 2 staff persons on the premises at all times while the children are present.

## **CURRICULUM**

At the Nursery on Notch Hill we believe that each child who is entrusted to our care is unique and entitled to develop at his or her own pace and in his or her own direction. Staff members view themselves as facilitators and resource persons in this process.

We strive to provide a warm, loving environment where each child receives unconditional positive regard and encouragement to explore the wonderful world around us. Self-esteem and independence grow when children learn to make their own choices. We guide children toward activities where they can experience success and the joy of discovery.

The classrooms at the Nursery on Notch Hill are filled with developmentally appropriate learning centers. These centers are designed to arouse the child's curiosity and interest and to support personal and academic growth in the areas of community life, language arts, music, art, mathematics and science. All of the centers are age and ability appropriate so the child will develop self-confidence while having fun.

The staff at NONH is dedicated to communicating with children in a clear, direct and positive manner, minimizing the opportunities for unsafe behavior and ensuring an atmosphere of cooperation and productivity. Staff continuity is important to us and most of our teachers have been at the school for many years. Staff members are dedicated, loving, and child-oriented professionals.

The curriculum provides opportunities for physical, social, emotional, and intellectual growth and exploration and encourages respect for each other and our world.

Children learn through play, active involvement, and exploration with educational materials. The preschool is focused on areas of art, blocks, dress-up and housekeeping, library and science. These individual spaces allow children to work by themselves, with a teacher or in a small group. During a large part of the morning, children are free to choose an area in which to work. Teachers help guide those who are still learning how to make choices and encourage the use of materials, which help children develop their skills.

Materials such as play dough, puzzles, Legos, pegboards, building sets, and stencils are provided to help develop eye-hand coordination and fine muscle control, which are needed before children can write.

The art projects provide a variety of experiences for self-expression. A diversity of materials encourages experimentation with line, design, color, and texture. Using scissors, paintbrushes, crayons, and markers also develops fine muscle control

The science area offers many opportunities to explore the physical properties of sand, and water. Magnets and hand lenses are provided for experiments and observation. Additionally, many natural items, such as aquarium animals, shells, nests, stones and feathers are displayed for discussion and examination.

Early math concepts develop with various manipulative materials. These hands-on experiences provide children the opportunity to sort and classify, match and compare sets of objects and to explore quantity, size, shapes, and the ordering of objects. Many songs and finger plays also involve number concepts.

Early reading skills develop as children listen to stories and use language to describe what they see and feel. Everyone is encouraged to share his or her own experiences. The rhythm and sounds of language are also experienced through fingerplays and songs.

Our circle time provides the opportunity for everyone to meet together, share ideas, sing, dance, listen to stories, and express themselves in a large group.

Cultural diversity is discovered through personal experiences of families, guests, music, literature, storytelling, and food preparation.

The classes make field trips to a variety of community services and other resource places to learn about health, safety, nature, food, etc.

We recognize that developing large muscle coordination at the preschool level is essential. Children gain control of their bodies by using the equipment inside and outside of the preschool.

Nursery on Notch Hill's outdoor space is fully fenced for safety. The areas include a picnic area, a soft-surface area with swings, climbing spaces, a playhouse, and a sandbox. We also have a wonderful indoor space that was recently renovated and is a perfect gross motor area when it is too cold or wet to go outdoors.

### **DAILY CLASS SCHEDULE**

9-9:30 Arrival and Greeting- Free Play

9:30-9:45 Morning Meeting- Circle Time- Introduction of Daily Activities

9:45-9:50 Toileting and Hand Washing

9:50-10:15 Snack Time

10:15-11:00 Activity Time: Manipulatives, Art and Small group activities

11:00-11:15 Story Time and Music

11:15-11:20 Toileting & Hand washing

11:20-12:10 Outdoor Time weather permitting or Indoor Gross Motor Activities

12:10-12:15 Toileting & Hand washing

12:15-12:45 Lunch

12:45-1:00 Clean-up, Quiet Reading and Departure

***\*ALL TIMES ARE APPROXIMATE\****

### **BIRTHDAYS AND HOLIDAYS**

You are welcome to celebrate your child's birthday at school by coming in that day and/or bringing a special treat.

If you have invitations for a birthday party to deliver, please mail them in order to avoid hurting the feeling of those children not invited.

Special class parties will be planned to celebrate other holidays. We try to avoid activities that are over-stimulating to children and to include activities which promote co-operation, cultural awareness and understanding. Prior to each party, each class will have a list posted with desired party food or ingredients, so that each family may choose what to contribute to the party. Involving your child in this activity fosters a sense of community.

## **CONFERENCES AND COMMUNICATIONS**

We want to hear from you about your child's behavior at home and your concerns. We are better able to understand your child if we are informed about significant happenings within the family, such as the birth of a baby, prolonged illness, death, absence of one parent for a long period of time, etc. Please feel free to call us at home or to ask for a conference at any time. **It is important not to talk about a child in his or her presence.**

Your participation in the classroom will promote ongoing communications about your child. We will schedule a conference in March/April during which we will discuss your child's progress in detail.

## **CLOTHING AND BELONGINGS**

Children should be dressed in comfortable clothing, which will not interfere with free movement. Clean play clothes are appropriate for school. Sneakers and rubber-soled shoes are the safest for running and climbing. Party shoes and flip flops (without a back strap) are discouraged since they are not safe on the playground.

We play outdoors on most days unless it is raining, so please make sure your child is dressed appropriately for the weather. When purchasing outdoor clothing, try to select items that your child can manage alone. Part of learning independence is being able to do things for oneself.

Each child is required to have a backpack and lunch box labeled with their name. We ask that you pack a full set of spare clothes including seasonal appropriate pants, shirt, underwear, socks and even shoes. Jackets and boots brought from home should also have the child's name on them. We have had instances of multiple copies of the same backpack and jacket.

## **FIELD TRIPS**

A field trip authorization sheet, **REQUIRING YOUR SIGNATURE** will be posted a week ahead of each trip. You must drive your own child to and from field trip. Parent participation is essential for these events to take place.

## **SNOW DAYS**

We follow the North Branford School district regarding delays or cancelations. Please check the local TV station for delay or cancelations due to weather. The Director will also send out an email to notify families. Since some of our Notch Hill families use our early care hour option, NONH will delay from 8AM. If there is an early dismissal we will close at 1pm unless otherwise instructed by the Director. Snow days are not added to the end of the year calendar.

## **HEALTH**

The Connecticut State Department of Health requires that a physician examine each child and that the completed form be returned to us before the beginning of school. It is the intention of The Nursery on Notch Hill to operate within the State and municipal guidelines concerning all communicable diseases, including AIDS, AIDS - related complex, and Hepatitis B. When your child is at home with a cold or minor illness, it is not necessary to call school, but it is appreciated. **IF YOUR CHILD HAS A CONTAGIOUS DISEASE, YOU MUST NOTIFY US AT ONCE.**

Any of the following is reason enough to keep your child home:

- If the child has a temperature of 100 or over, and a child can return only if he/she is fever free **without** the use of Tylenol or Motrin for at least 24 hours.
- Any vomiting or diarrhea occurring during the 24 hours prior to a school day.
- Any diagnosed contagious disease (i.e.: strep throat, pink eye). Child may not return to school until prescribed medication (antibiotics, etc.) has been administered for 24 hours, without a fever (please see above for fever criteria) and able to participate in all daily activities. “Too sick to play, too sick to stay”
- Any undiagnosed skin eruptions or diagnosed contagious skin conditions.
- Any undiagnosed severe cough or runny nose.

Our early childhood health consultant is Amy Gambardella.

If your child is injured or shows signs of illness while at school, we will call you and isolate your child until you can come. If your child has suffered a fracture of any kind, a signed permission is required, from your child's pediatrician, indicating that the child is ready to resume full activities at NONH before the child may resume attendance.

If your child has head lice, a signed statement from your child's pediatrician indicating that your child is lice free is required before your child may resume attendance.

Due to Connecticut day care regulations we cannot administer prescription or non-prescription medication, except in the case of chronic, life threatening conditions (i.e.: asthma). We advise you to discuss alternatives with your pediatrician.

**We ask that all children & adults help us to keep the spread of illness by practicing healthy habits. Remind your child to cover his/her mouth when coughing or sneezing, and using a Kleenex when necessary. Proper hand washing procedures are posted next to the sink. These healthy habits are part of our daily routine with your child.**

### **ADMINISTRATION OF MEDICATION**

The Nursery on Notch Hill will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and EMERGENCY oral medications (e.g. Benadryl) with parent's consent. An authorization form, signed by the child's doctor and parents will also be required and kept on file. The form will include information such as:

- Child's name, address and birth date
- Name of the drug
- The prescribed dosage
- Method of administration
- Time to be administered
- Possible side effects
- The prescriber's name, address and signature

Medications must be in their original container and clearly labeled. All medications will be locked in the office or 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 medications will

be allowed to be stored in locked containers with signed permission by parents and a written order by child's doctor. The topical medications must be stored "inaccessible" in the original container and labeled with the child's name and directions for administering.

Notch Hill will keep accurate documentation of all medications administered. Included in the documentation are:

- The date and time the medication 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 any medication. Staff is trained in the administration of medication by a registered nurse. This training is renewed every 3 years and training for injectables is repeated every year. At no time is an untrained staff allowed to administer medications.

### **SNACKS**

The State of Connecticut mandated that Day Care Centers and Nursery Schools serve snacks representing two food groups each day. Please see your child's teacher if you would like snack suggestions. Try to avoid too many sugary snacks. We are required to post a sheet, listing the snacks served in each class each day.

When you are scheduled to serve as a snack helper, plan on providing the snack for that class day and the next day your child is in school. You may bring snacks for both days at once or bring something on two different days. If you bring snacks for both days on your scheduled day, make sure the second snack is not perishable.

As the degree of food allergies varies, it is advised that if your child's allergic reaction is so severe as to warrant an epi-pen, then you should bring in your child's snack everyday.

Please remember we are a **PEANUT FREE ENVIRONMENT!**

### **LUNCHES**

**There is a State mandate, which states all lunches must have a cold pack.** The refrigerator is available for those who choose to refrigerate their child's lunch. We ask that you please avoid lunches made with peanut products to avoid accidental exposure to those students with allergies. **Please note:** to avoid problems with waste and choice please limit your child's lunch. We will supply water to drink.

### **CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES**

You have trusted your child/ren's care to the childcare professional staff of this program. We are committed to providing the best possible and most appropriate learning experiences for your child/ren. Occasionally, there are factors in a child's appearance and behavior that lead to suspicions of child abuse, neglect, or imminent risk of serious harm.

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)

Connecticut law requires that as child care professionals we are mandated to report actual or *suspected* abuse, neglect or imminent risk of serious harm to the authorities in order that children may be protected from harm and that the family may be helped.

Our policy supports Connecticut laws in this regard and requires that all staff report suspected abuse, neglect and imminent risk of serious harm to the Department of Children and Families Child Abuse and Neglect Hotline (open 24 hrs a day) at 1-800-842-2288 and the CT Office of Early Childhood at 1-800-282-6063. The reporter's name is required but may be kept confidential. The reporter will need to have the following information:

- Name, address and phone number of the child
- Name, address and phone number of the 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 the incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of the abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to treat the child
- See 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 is protected by the 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 with copies of statements from staff and the DCF-136 form.

The Nursery on Notch Hill 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. 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 the child's parents to access the cause of the child's injuries and offer guidance and support.

All staff will be required to attend staff trainings focusing on the steps for reporting abuse and neglect and the role of the mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

A copy of this policy can be found hanging in the front hallway on our parent information board.

### **DROP OFF/PICK-UP**

For safety reasons, it is expected that parents will park their cars in the parking area provided in the parking lot before leaving the car to enter the school for drop off or pick-up. **Always** close the door upon entry into the building. As mandated by the State of Connecticut and for the safety of your child we require an authorized adult to sign in/out each day when dropping off and picking up your child. Please enter the time on the sign-in/out board located in the front entrance. We ask that you get in the habit of helping your child put his/her things away and then taking them to wash their hands before class starts. It is critical that all **children be brought to the teacher on duty and never left anywhere else in the building**. Your child might decide to follow you out to tell you one more special thing and be endangered. When you pick your child up please **NEVER allow your child to open the door and leave the building**. A child who believes that he or she is allowed to do that might try to leave the building during the day. Please remember to notify a teacher before you remove your child from the premises. Closing time is at 1pm. You have until 1:00 to pick up your child unless other arrangements have been made with the director. If you are more than 15 minutes late we will call you to see if you are on your way. If we cannot get in touch with you then we will start calling people on your pick up list. If we are unable to contact anyone to pick up the child and it has been longer than an hour, we will have no choice but to call the local police department and consider the child "abandoned". In this situation a DCF complaint of neglect may also be filed. It is good practice to always call and notify us if you are running late at pick up time. We will begin to charge you \$10.00 for every 15 minutes you are late. The reason for this charge is due to keeping 2 staff in the building until you arrive.

### **ALTERNATE AUTHORIZED PICK UP INSTRUCTIONS**

We are required to keep on file a listing of all the people who are authorized to pick up your child. Emergency pick up sheets should be kept at home in the event that someone other than the regular listed people will be picking up your child. We do not release children to anyone unknown to us. If you have someone who will be picking up that is not on the list please tell us ASAP.

### **DISCIPLINE POLICY**

Our goal is to help children develop safe and appropriate ways of respectfully interacting with others and with the environment. It is important that the children clearly understand their boundaries. We help them with this by introducing rules that are age appropriate and in the best interest of the total school community.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect for the rights and property of others. Rules and limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of other children.

Our staff is trained to help your child, by word and example, to realize that the following actions are not desirable behavior:

- Hitting or harming other children or adults
- Teasing or name calling
- Leaving the group without accompaniment by a staff person or a parent

Children are not expected to immediately understand or immediately fully comply with all the rules. Rather, they are reminded and redirected.

Guidance and discipline techniques that will be used with the children include:

- setting clear and enforceable limits
- modeling acceptable behavior
- recognizing each child's individual needs
- structuring the environment and schedules to maximize acceptable behavior
- recognizing the children's efforts
- anticipating and eliminating potential problems
- redirection
- good timing of teacher intervention
- planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure
- use of natural and logical consequences

Children may be invited to work independently for a short time in order to regain self-control, and in those cases the child has an open invitation from the teacher to return to the group when he/she feels ready. If the child needs to take a break, a.k.a. time out, any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age.

### **APPROPRIATE BEHAVIOR**

All persons visiting the premises of The Nursery on Notch Hill should be reminded that this is a child-centered environment. It is expected that all children, staff, parents, and visitors to the center will be treated with respect and will treat others with respect. Sexual harassment, sexual abuse, inappropriate touching, shouting, threatening, humiliating or embarrassing remarks, swearing, hitting or other acts of violence, possession of a weapon, alcohol or drugs or a demeanor that indicates the use of drugs or alcohol are unacceptable at our school. Any person, including children, staff, parents or visitors, violating this policy or behaving in a manner that might frighten the children or any other person on our premises will be asked to leave immediately and not return. Failure to leave immediately will result in police involvement. All staff members are mandated reporters and are required by Connecticut General Statutes, Sec. 17a-101 to report suspected child abuse and neglect or in danger of abuse and neglect of any child under the age of 18 to the Department of Children and Families.

## **BEHAVIOR MANAGEMENT POLICY**

It is the responsibility of our staff and administration to provide a safe, supportive, and developmentally appropriate program to all children. The following policy on the management of children with challenging behaviors will be adhered to without exemption. Challenging behaviors shall be defined as aggression such as biting, hitting, pushing, kicking, verbal abuse or other dangerous acts toward children or staff. We have a zero tolerance for bullying at our school. Also, the inability to follow rules, disruption of classroom activities, escaping the classroom, tantrums, or disrupts program quality.

The following process for such behaviors is as follows:

1. Teachers will bring their concerns to the director who will then document those concerns and place them in the child's file. Parents will receive a verbal warning if these concerns are excessive.
2. If the behavioral problems continue, at the director's discretion, we will give a written notice and refer the family to our special services consultant.
3. At this time we will re-evaluate the child's progress to see if he can continue in our classroom setting. If the child is a danger to himself or others, or disruptive to the program quality, you will be dismissed from the program immediately.

## **COMPLAINT PROCEDURE**

This procedure is for child day care programs which are licensed under the authority of Connecticut General Statute 19a-79-1 through 19a-79-8, inclusive.

Most problems within a daycare center or nursery school are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. Discussing the problem with the Vicar of Zion Church.
4. If the problem is not resolved, you may contact the CT Office of Early Childhood - Day Care Licensing Unit.

In cases of emergency, notify the CT Office of Early Childhood as soon as the emergency is under control.

**In cases of abuse/neglect or life threatening situations, contact the Department of Children and Family Services at 1-800-842-2288 and the Office of Early Childhood - Day Care Licensing Unit at 450 Columbus Blvd, Suite 302, Hartford, CT 06134 phone: 1-800-282-6063 or 1-860-500-4450.**

We are required by the State of Connecticut to inform you of these procedures.

### **GUIDELINES FOR PARENT HELPERS**

**If you choose to come into the classroom to volunteer, please follow the guidelines below.**

1. Please arrive at school ten minutes early so that the teacher can explain any special activities or duties.
2. Feel free to bring in an activity to use with the class (e.g. cooking projects, art projects, special story or song, simple science experiments) but clear it with the teacher in advance to be sure that it is appropriate for the group.
3. Everyone goes outdoors everyday unless it is raining or too cold so be sure to wear warm and comfortable clothing.  
Boots are necessary during the winter.
4. General rules for handling children:
  - a. Children respond best to positive, impersonal suggestions rather than demands, e.g. “put the block down” rather than “don’t throw the block.”
  - b. Don’t offer a choice if you are not free to do so. i.e.: “It is time to go outside” rather than “would you like to go outside?”
  - c. Never raise your voice or handle a child roughly.
  - d. Try to help children experience success as much as possible. Praise and encouragement are helpful.
  - e. Treat children with dignity and respect.
  - f. Please let the teachers handle behavior problems, as her approach is consistent. If you witness a problem, call it to the teacher’s attention.
  - g. Do not discuss a child or his/her behavior with anyone and do not talk about the children in their presence.
  - h. You are not responsible for first aid or emergency cleanup. In the event that you offer help, gloves are to be worn for the clean up of any bodily secretions (urine, stool, mucous, saliva, vomitus, etc.) from every child. The spill area is then to be cleansed with a bleach/water solution and persons coming in contact with the spill are then to wash their hands.
5. It is sometimes difficult for a young child to share a parent in the classroom. Emphasize ahead of time that you are in school to help the teacher and try to include several other children in play situations in the classroom.
6. Do not open the secured door for a visitor unless it is okay with the teacher.

### **Gun Free Zone**

On Saturday November 21, 2016, at the Episcopal Church in CT's 232nd Annual Convention, a measure was unanimously passed designating all Episcopal Churches, Schools and Property in CT as Gun-Free Zones. The resolution came at the urging of the 77th General Convention of The Episcopal Church in 2012.

From the resolution, "Violence permeates our world, our society, our church, our homes and ourselves. Baptism calls us to be ministers of reconciliation, to give voice to the voiceless and to strive for justice in the name of our Lord. The movement to curtail gun violence and promote public safety is a vital part of that call. Weapons have no place in spaces in which we worship and work to fulfill God's mission of restoration and reconciliation."

Effective immediately, no one may bring a firearm on to Zion property with the sole exception of law enforcement personnel.

### **Policies for Families Enrolled in the Care 4 Kids Program**

#### **(Funding Program for Working Families)**

Families who are enrolled in the Care 4 Kids program are required to pay their "family share" on a monthly basis. We may charge more than the Care 4 Kids basic rate listed on your certificate. In this case, you are responsible to pay your "family share" as well as this additional amount to meet full tuition costs. If you decide to withdraw your child from our program, we must notify Care 4 Kids of your child's last day of attendance. If you fail to give us the required 4 weeks notice, you may be charged for these 4 weeks at the full tuition rate and Care 4 Kids may not cover this. In addition, we are not responsible for any rate changes made by Care 4 Kids. We ask that all families that qualify for this program return all application and re-determination paperwork to us so that we can photocopy, fax, and mail all information to Care 4 Kids. This will enable us to work more efficiently with our Provider Liaison and your caseworker. For more information regarding this program, please speak with the Director.

PARENT CONFIRMATION CERTIFICATE

I, \_\_\_\_\_ certify that I have read the entire contents of the Nursery on Notch Hill's Parent Handbook and Behavior Management policies and that I have been offered the opportunity to clarify any questions or concerns that I may have with the Director. I agree to abide by and support the policies and procedures of The Nursery on Notch Hill.

Child Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Director Signature                                      Date

Please sign and give to the Director to be placed in your child's file.