

Maria Stein, Director



2023 - 2024
Part Time Program
Parent Handbook**

****May be subject to revisions based on guidance/regulations from the Department of Public Health, Office of Early Childhood, CDC, etc.**

Long Hill United Methodist Children's Center
6358 Main Street
Trumbull, Connecticut 06611
LHUMCC.COM
Long Hill UM Children's Center/ Facebook

School Office203-268-8434
Full Time Classroom203-268-9676
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Director

Maria Stein

Administrative Assistant

Dina Bagley

Teachers

Alisa Brill

Sharyn Clark

Wendy Connolly

Kristen Geraghty

Kori Hammel

Megan Jennings

Sara Massey

Christina Miller

Joanie Parente

Laura Yarusavage

About our teachers:

Teachers at LHUMCC are chosen because of their warmth and love of children. Their commitment to children is outstanding. Many have degrees or certificates in Early Childhood Education. All staff attend workshops and professional meetings throughout the year.

Long Hill Children's Center
 * Important Dates and Holidays: 2023 - 2024
 3-Year-Old Part Time Program

*May be subject to change

June 1	1 st TUITION PAYMENT DUE
August 25	2 nd TUITION PAYMENT DUE
August 30 (Wed)	Teachers Report to School
September 4 (Mon)	NO SCHOOL - Labor Day
September 5 (Tues)	Orientations
September 6 (Wed)	Orientations
September 7 (Thurs)	First Day of school 5 day class ($\frac{1}{2}$ class 9:00 - 10:45 and $\frac{1}{2}$ class 11:15 - 1:00)
September 8 (Fri)	First Day of school 3 & 4 day class ($\frac{1}{2}$ class 9:00 - 10:45 and $\frac{1}{2}$ class 11:15 - 1:00)
September 25 (Mon)	NO SCHOOL - Yom Kippur
October 9 (Mon)	NO SCHOOL - Columbus Day
November 7 (Tues)	Election Day- NO SCHOOL (Teacher workshop)
November 22 (Wed)	Dismissal @ 1:00 PM No afterschool activities
November 23 & 24 (Thurs/Fri)	Thanksgiving Recess - NO SCHOOL
December 22 (Fri)	Dismissal @ 1:00 PM No afterschool activities
December 25 - January 1	Holiday Recess - NO SCHOOL
January 2 (Tues)	School resumes
January 15 (Mon)	NO SCHOOL - Martin Luther King Day
February 16 - 19	Winter Recess - NO SCHOOL
March 5 & 6 (Tues/Wed)	NO SCHOOL - (Parent/Teacher Conferences)
March 29	NO SCHOOL - Good Friday
April 8 - 12	Spring Recess- NO SCHOOL (School resumes Mon April 15)
May 27 (Mon)	NO SCHOOL - Memorial Day
May 31 (Fri)	Last day of School

Long Hill Children's Center
*** Important Dates and Holidays: 2023 - 2024**
4-Year-Old Part Time Program

***May be subject to change**

June 1 st	1 st TUITION PAYMENT DUE
August 25	2 nd TUITION PAYMENT DUE
August 30 (Wed)	Teachers Report to School
September 4 (Mon)	NO SCHOOL - Labor Day
September 5 (Tues)	Orientations
September 6 (Wed)	Orientations
September 7 (Thurs)	First Day - 4-Year-Old Program (5 day class)
September 8 (Fri)	First Day - 4-Year-Old Program (3 and 4 day class)
September 25 (Mon)	NO SCHOOL - Yom Kippur
October 9 (Mon)	NO SCHOOL - Columbus Day
November 7 (Tues)	Election Day- NO SCHOOL (Teacher workshop)
November 22 (Wed)	Dismissal @ 1:00 PM No afterschool activities
November 23 & 24 (Thurs/Fri)	Thanksgiving Recess - NO SCHOOL
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April 8 - 12	Spring Recess- NO SCHOOL (School resumes Mon April 15)
May 27 (Mon)	NO SCHOOL - Memorial Day
May 31 (Fri)	Last day of School

OPERATING POLICY

DAYS & HOURS OF OPERATION

The Children's Center is open Monday - Friday.

The Full Time Program opens at 7 AM and closes at 5:45 PM. Children can be dropped off or picked up anywhere within that time frame. This program begins the last week of August and ends the last day of June. It does NOT adhere to the Trumbull school schedule for holidays and closings. A calendar is posted on the website and in the Parent Handbook.

The Part Time Program opens at 9 AM and class ends at 1 PM. There are options for Enrichments that meet from 1 - 2 PM each day. This program begins after Labor Day and ends the last day in May. The Part Time Program follows the Trumbull school schedule for holidays and closings.

Summer Camp is an option in both programs.

ADMISSION

Our Program serves children aged 3 and 4 years old. There is a \$175 non-refundable registration fee due upon registration. Tuition schedules vary according to program and are outlined on each form, the website, and the Parent Handbooks.

Each child entering the Children's Center must have an updated physical form, signed and dated by their pediatrician, including current immunization documentation.

ACKNOWLEDGEMENT & AGREEMENT WITH PARENTS

Parents must sign off on form to be kept in their child's file at school.

Parents must call and let staff know if their child is absent for any reason.

An adult must accompany your child to school at specified entrance and sign them in and out each day.

Any changes in address, phone number, employment, etc. must be given to the Director in writing.

In case of inclement weather, please follow Closure/Delay Policy for each respective program.

ABOUT LONG HILL CHILDREN'S CENTER:

Long Hill Children's Center is a high quality Early Education Center offering a developmentally appropriate Preschool Curriculum for three and four year olds, and now also a Pre-K Five's Program, through activities in math, science, social studies, language, literacy and creative arts.

LHCC has been an integral part of the community for over 44 years. The school has responded to the needs of the community and now serves at least 100 families. In response to the needs of working families, LHCC opened a Full Time Program in 1986. In the past 30 years approximately 3,000 children have gone through the program to become successful and enthusiastic learners.

We have strived to develop children's self-confidence and independence and to instill self-respect and respect for others. In partnership with Families, Caregivers and the Community, we provide a loving and safe environment to support our children.

OUR PHILOSOPHY:

Long Hill Children's Center offers children a preschool experience in which they will grow emotionally, socially, developmentally and cognitively. Our classroom environment encourages individuality and inquisitiveness that fosters and facilitates children to become lifelong learners through exploration, discovery, imagination and creativity.

Our Program offers your child the opportunity to interact with other children in an environment that is scaled to and planned for your child. The children are stimulated, not pressured, to ask questions, to think for themselves, and to try out new ideas. The Program is a flexible child-centered one designed to satisfy the needs of the individual child within the group. Each session follows a routine or schedule that becomes familiar to the children.

Each day the children have an opportunity to participate in a wide variety of planned and spontaneous activities. Activities such as open ended art experiences, science and cooking projects, blocks, dramatic play, preschool readiness games, songs, rhymes, finger plays and creative play are a part of each day. Learning Experience Charts, graphs, and scientific observations (data collection, organization and representation) are all presented to the children to show their own responses.

In partnership with Families, Caregivers, and the Community, we provide a developmentally appropriate, nurturing and secure setting promoting each child's unique ability to reach his or her social, intellectual and academic potential.

EDUCATIONAL PROGRAM PLAN

Children at Long Hill Children's Center will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

Required components for our daily program:

- Flexible schedule
- Meet and enhance the individual needs of the diverse population of children served which includes cultural, language and developmental differences must be addressed
- Indoor and outdoor physical activities which provide opportunities for fine and gross motor development
- Problem-solving experiences that facilitate concept formation, language development and sensory discrimination
- Creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program, including but not limited to:
 - Arts and media
 - Dramatic play
 - Music
 - Language
 - Motor activity
- Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with books, poems, stories and songs
- Experiences that promote self-reliance and build self-esteem including but not necessarily limited to self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials
- Health education experiences that include modeling good health practices, sound nutrition and safety awareness
- Child-initiated and staff-initiated activities
- Exploration and discovery
- Varied choices for children in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious snacks and meals
- Toileting and clean up

Children will have the opportunity to express their own ideas and feeling through creative experience in all parts of the program.

LONG HILL CHILDREN CENTER'S CURRICULUM:

Through the guidance of highly qualified teachers with degrees and certifications in Early Childhood Education, the children have the opportunity to creatively explore their environment and have many choices. Many of our activities will be classified as purposeful "play". Though we, as adults, look upon it as "play", the child's "play" is his "work". Play is an essential part of learning for preschool children. The skills children learn through purposeful, productive and high-level play----

- Skills in verbalization
- Vocabulary
- Language comprehension
- Problem solving
- Observation
- Empathy
- Imagination
- Role play
- Cooperation
- Independence

are foundational skills for all cognitive development.

The children in our program are always learning and developing and experiencing as they work with the materials provided. Therefore, the "play" is "guided play" because the teachers have learning goals in mind as they plan the daily activities. The curriculum follows the Connecticut Early Learning and Development Standards developed by the State Department and Connecticut Office of Early Childhood Education with Performance Standards and Benchmarks as criteria in the lesson planning for each child's achievement.

Each classroom provides a literacy rich environment where the physical space is thoughtfully planned and includes print that is meaningful to the children which helps them communicate messages and ideas, learn new information and concepts, and organize and express their thoughts. A literacy rich environment conveys the message that reading, writing, listening and speaking are valuable and enjoyable. The teachers act intentionally to help the children use written and spoken language throughout the day. Some of the daily planned literacy experiences are:

- Journaling
- Letter and number recognition
- Sight words
- Calendar
- Rhyming

- Sequencing
- Beginning sounds and blends
- Concepts of opposite and similar

The following core components of language and literacy are presented and taught to the children:

- Literacy as a source of enjoyment
- Vocabulary and oral language
- Phonological awareness
- Knowledge of print, letters and words
- Comprehension
- Understanding of books and other texts

As children draw, paint and work with play dough, they develop the small muscles (arm and hand) which are used in handwriting. Through these and other activities the children also develop eye-hand coordination and creative expression.

While building in the block area, children need to consider size, proportion and number--- concepts that carry over to mathematics. They learn fractions as they discover that one long block is equal to two short blocks and sequencing and comparing as they arrange blocks in order of size. Children gain cognitive skills in language and literacy as words are used to plan and build with friends, express their ideas, and discover and understand spatial relationships. While exploring with sand, water and rice, children develop early science concepts of spatial sense and measurement. As children participate in dramatic or role play they are developing social skills and are achieving a sense of community as they "become" doctors, vets, nurses, construction workers, firemen, moms, dads, teachers, scientists, chefs, farmers and wherever else their imagination takes them.

All of these preschool activities and early childhood experiences lay the foundation for future learning filled with enthusiasm and eagerness. We encourage you, as parents and caregivers, to question and comment on your child's activities and to attempt at home to reinforce in as many ways as possible the interests that your child develops.

MOMMY & ME

Our popular "Mommy & Me" Two Year Old class will be offered at the end of September, in the mornings, with the possibility of an afternoon session, if there is interest. This program will enjoy a gym class each Tuesday and a music class each Thursday and will provide your child with so many new experiences. It will enable your toddler to come and be in a school setting with a teacher and other children and to do all the fun things the big kids do but with an added bonus -- YOU!

The "Mommy & Me" Program is offered in 3 sessions throughout the year as a Tuesday/Thursday class from 10:00 - 11:00 AM. The first session will run from the end of September through December. The second session will run from January through March. The last session will run from the end of March through May.

Enrollment is limited to 8 children and Moms per class. Your child must reach the age of two years by December 31st to be eligible for this program. Parental participation is required during class- we want you to have as much fun as your child! Please dress in clothes that you can get messy for there will be painting and play dough and glue and other mediums for exploration and play.

ENRICHMENT PROGRAMS

An important part of LHUMCC's curriculum are regular enrichment programs. All children participate in GYM and MUSIC classes taught by teachers who have special talent and training in these areas. These classes meet once a week throughout the school year for each class assignment.

In addition, each month special programs are brought into the school as enrichments for the children. Our past programs have included the Fire Safety Program, The Dental Hygiene Program, The Audubon, The Maritime Center, Danny Magic, Mad Science, Terramar Marine Biology, Critter Caravan, Nappy's Puppets, Huga Tuga and "The Bubble Show". Each year we try to bring in programs to complement our curriculum.

We will also be offering Enrichment Classes from 1:00 - 2:00 Monday through Friday. Some of the programs offered will be NATUREQUEST, Fit Fun, Art, STEM and cooking.

There is an extra fee for these classes and information will be given out as the school year Begins.

Program Description and Daily Schedule

Arrival: Children hang up coats, put away lunch boxes, and chose an activity until everyone arrives.

Morning Meeting: Teachers welcome their class and discuss with the children what the class will be doing that day.

Guided & Free Play: The children choose from a variety of planned small group and individual activities in the interest centers around the classroom. The teachers plan projects and rotate materials and props in the centers so that they adhere to a curriculum theme. Children receive individual attention from the teachers and are able to progress at their own pace.

Clean Up: The class works together to clean up the room while learning responsibility. Special clean up songs make clean up time fun.

Circle Time: The activities of the morning come together through discussions and experience charts. Learning games are played and the children participate in music, movement, and finger plays. The children learn to sit, listen, and to take turns. They may even go on an expedition to Alaska!

Snack: During snack time the children and teachers share pleasant discussions while enjoying a nutritious snack brought from home. Sometimes the class prepares a snack as a special cooking project. As the children finish cleaning up their snack, they take a book to look at quietly while others are finishing up.

Story: The children listen to a story as a group, which helps develop good listening skills.

Outside Play: The children play outside on all but rainy or severely cold days in our large play yard. The opportunity to develop large motor skills is a very important part of a balanced preschool curriculum.

Lunch: The children will bring lunch each day as well as snack. Please label or put in a separate container which is snack and which is lunch. Please make sure everything is PEANUT/TREE NUT FREE. Please put a cold pack with the food and also provide a water bottle. NO GLASS CONTAINERS, please.

Dismissal: The children return to their classrooms where they are met by their parents.

2023 - 2024

Class Schedule and Fees

Two Day:

Tuesday/Thursday (9:00 - 1:00) - \$2,880.

Three Day:

Monday/Wednesday/Friday (9:00 - 1:00) - \$4,230.

Four Day:

M/Tu/W/F (9:00-1:00) - \$5,625

Five Day:

M-F (9:00-1:00) - \$6,885.

A non-refundable enrichment/registration fee of \$175 is due upon registration of each child. Tuition is paid monthly. The tuition is due by the 25th of the month prior to attendance. A \$10 late fee will be charged if tuition is not paid by the 1st of the month it is due. If tuition is not paid by the end of the month in which it is due, your child cannot continue to attend. Please make checks payable to LHUMCC and either leave your tuition check in the school office or mail it to us.

Tuition payments and fees are not refundable if withdrawal occurs.

CLOSURES/DELAYS

Head Teachers will inform their families of closures/delays. Please check your email or text.

Please listen to WICC for announcement of Trumbull School closings/delays or you can also go to CTWeather.com and click on schools.

We will not be listed separately.

- If Trumbull public schools are *closed* because of the weather, we will also be *closed*.
- Any delay that Trumbull Public School has, regardless if it is 90 minutes, 2 hours, or 2 1/2 hours; the Children's Center will open at 10:30 AM.
- Trumbull Pre-School is announced separately and we do not adhere to their schedule.
- If Trumbull schools are dismissed early:
 - AM classes will dismiss at regular time (1 pm)
 - All enrichments will be cancelled

WITHDRAWAL

The Children's Center has a thirty (30) day probation period for children. If during the period either the parents or the Director do not wish to continue the association, the contract may be terminated.

We evaluate every child in our program. If we have a concern about the development of a child, we will share this concern with you and may recommend a professional evaluation. The Director and/or Head Teacher will work with the parents and inform them of resources in the community that may be able to assist the child and family. On occasion a child may need help that exceeds the expertise of the staff at the Center. At the Director's discretion, disenrollment at the Center may be made. In this event the Director and Head Teacher will make every effort to connect the parents and child with an appropriate setting. A child with severe behavioral problems such as biting, hitting, or any such behavior that is a threat to the safety of another child or himself may be disenrolled if efforts to change or improve the behavior are not successful.

Preparation of Your Child For School

We begin our year with an orientation with you and your child. Any questions or concerns you may have, this would be a good time to share with your teachers.

The first day of school in the Three Year Old Program is for 90 minutes with half the class broken up into two sessions. For the three's you will be given a schedule at your conference.

Separation can be a concern. We suggest a positive approach discussing pleasant things that will happen at school, i.e., "You'll hear stories and learn songs", so that the child will look forward to school as a new experience to be enjoyed. Do not suggest negative occurrences that may happen. "The teacher will punish you if you do that in school", or "The other children won't like you if you do that".

"Goodbye" to the child at school, although sometimes difficult, should be made **Cheerfully, Rapidly, and Assuredly**. If good-bye is said three or four times with a worried expression, the child may well think something dreadful is about to happen to him. Your expression can tell him that he is about to have a good time and what you expect will make a big difference to him. Be sure to tell him that you will pick him up and tell him what you will be doing while he is at school.

Dress

Children seem happier and more relaxed when they are wearing clothing that they do not have to worry about. Elastic waist pants or shorts make toileting easier for them to handle. **Sneakers or any closed shoes with socks are a must for school**. Please send boots, snow pants and mittens as the weather gets colder - *labeled* with your child's name. Please also send in with your child a change of clothing in a zip lock baggie to be kept at school.

Outside Play Policy

We go outside all year round unless it is raining or there is a bitter wind-chill. Please dress children warmly!

Toileting

If your child is not yet toilet trained, parents must be available if a diaper change is necessary. Teachers will reinforce all training and provide assistance if needed. The Children's Center is not licensed for changing diapers or pull ups. Once trained your child should be able to clean his or herself and handle his or her own clothing. Please make it easier for them and have them wear elastic waist garments- something they can pull on or off easily. Please also send in a change of clothes for your child in a labeled zip lock bag that will remain at school.

Toys

In order that children not be disappointed with a broken or lost toy, we prefer that they use the toys that we provide. Please leave all toys at home.

Snack/Lunch Time

Please provide your child with a healthy snack and lunch, a beverage/water bottle, and **two napkins**. Please do not send carbonated beverages - they explode in the thermos. Appropriate foods are fruits, vegetables, non-sweetened crackers, and yogurts. Avoid sticky sweets and cookies. **We are a peanut/tree nut free school - no peanut/ tree nut products, please!** Your child's name should be clearly marked on the outside of the lunch box. Please place cold packs with lunches and snacks.

Birthdays

Please coordinate with your Teacher if you would like to do something special at school for your child to celebrate their birthday. You may bring in a special nut free snack to share with the class and read a story.

Communication

As a caregiver of your child, it is important that good communication exist between home and school. If your child is experiencing a change in the home environment that may result in changes in behavior at school, it is important to notify your child's teacher. Your teacher, in turn, will keep you notified of any changes of behavior at school that she thinks may be important.

Parent/Teacher Conferences

The school will be closed two days in March for these Conferences to take place. The Teachers will have tested and evaluated the children by this time and will present this information at the conferences. Please come with any and all questions.

Parking

If you find the parking lot to be full on certain days because of other activities taking place at the church, please use the small parking lot next to the church on Elizabeth Street.

Please DO NOT Park In Front Of The Entrances To The Building.

Please DO NOT leave any child UNATTENDED in a car.

Transportation

The school assumes no responsibility for car pools, but will assist parents in finding other families in the school who live in nearby neighborhoods, and then the parents may make their own arrangements. A list including names, addresses, and telephone numbers will be available to each family on the first day of school. May we suggest that all who participate in car pools check their automobile insurance to be certain there is adequate coverage.

Drop Off and Pick Up

Please enter through the doors that are on the right side of the Children's Center if you are facing the building from the parking lot. This is the only door that the Director will buzz you in. All other doors will have no access but can be exited from.

You will then take your child down to their classroom, sign them in and your child's teacher will greet you.

If someone other than the parent is picking up, and we have been notified by note, text, phone call or email, please have that person provide ID.

Late Pickup: A late fee of \$10.00 will be charged for each 15 minutes or fraction thereof. If a child is picked up late repeatedly, you may be asked to find another school.

Child Behavior Management & Discipline Policy

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior.

Developmentally appropriate practices (DAP) are used to manage child behavior. A problem solving approach to resolve conflicts is used along with positive reinforcement and re-direction. Developmentally Appropriate Practices also include positive guidance and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem.

- **Positive Guidance:**
When disputes arise among children or between a child and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.
- **Setting Clear Limits:**
Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- **Redirection:**
A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.

There is to be continuous supervision by staff during disciplinary action.

There will be no abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, under any circumstances, and no physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people. The goal is to help the children solve their differences without becoming "physical" and to help them learn some beginning problem-solving skills.

Medication and the Sick Child Policy

Your child's health is a matter of major importance to us. If your child becomes ill while at school you will be notified and asked to pick him up immediately. In such an event your child will be made comfortable and may be isolated from the other children until you arrive.

The following guidelines should be considered in determining when your child should be kept at home.

1. A fever of 99.5°F or above. If your child has a fever please keep your child home. Your child should be free of fever for 24 hours without Tylenol before returning to school unless you have a note from your physician stating that the child is not contagious.
2. A constant cough, sneezing, or nasal discharge.
3. Vomiting or diarrhea. Your child should be free of symptoms for 24 hours before returning to school.
4. Symptoms of a communicable disease. These are usually sniffles, reddened eyes, sore throat, headache, rash, abdominal pain, plus a fever.
5. "Pink eye"-Conjunctivitis of the eye is extremely contagious. Your child must be on medication for 24 hrs and discharge free before being able to return to school.
6. "Lice"- Your child must be louse and "nit" free before being able to return to school.

Please take these guidelines seriously. They are for your child's protection.

We are not licensed to administer medication other than epi-pens and Benadryl for severe allergic reactions and inhalers for asthma. Please notify the Director if this is indicated for your child so that the appropriate paperwork can be registered with the school.

If your child is on antibiotics please ask your physician to prescribe something that can be administered before and after school.

COVID-19 Policies and Procedures

Information will be given out at the beginning of the school year as to the most recent and up to date policy and it may change and evolve as the school year progresses.

ADMINISTRATION OF MEDICATIONS POLICY

The Children's Center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medication (i.e. Benadryl). The parental responsibilities include providing the Children's Center the proper medication authorization form, and the medication. The medication authorization form must be signed by the authorized prescriber and parent/guardian giving the school authorization to administer the medication. This form is available at the school.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with food or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if they do not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with the child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medication (i.e. Epi-pens) and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The Children's Center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by phone and written documentation when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a nurse and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/guardian or disposed of if it is not picked up within one week following the termination of the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed and shall be signed by both parties.

LONG HILL CHILDREN'S CENTER ABUSE & NEGLECT POLICY

POLICY STATEMENT:

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
- 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, and 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 statutes 46b-120)

2. Staff Responsibilities:

As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

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

- The reporter's name is required, but may be kept confidential

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, 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
- Circumstances under which reporter learned of abuse
- Name of 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 orally report 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 General Statutes, 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 should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations

were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training:

Staff will be required to attend annual workshops held in August/September, 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 or 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.

LONG HILL UM CHILDREN'S CENTER EVACUATION PLAN

WEATHER EMERGENCY

The children will be escorted to the basement of Bradley Hall. This is a stone and brick building with a full basement completely underground. There is a bathroom and kitchen in the building.

Parents will be notified.

CIVIL DEFENSE EMERGENCY OR OTHER EMERGENCY THAT WOULD REQUIRE US TO LEAVE THIS SECTION OF TOWN

Parents or emergency contacts will be called to pick up their children. Those children whose parents are not available to come immediately will be transported to Nichols United Methodist Church in buses, provided buses are available. The Office Staff or Head Teacher will call the Transportation Office at (203) 452-4321 to make this determination. If no buses are available, the Trumbull Police will be called to arrange transportation of the remaining children to a safe location. We will continue to try and reach parents during the entire process.

FIRE PLAN

In the event of fire, the children shall be taken to Bradley Hall. If Bradley Hall is not accessible for any reason, the children shall be taken to the playground.

The Head Teacher of each class shall be responsible for carrying the roll book and heading the group. The Assistant Teacher shall be responsible for checking the bathrooms and classroom and making sure that all the children are with the group. When the group is assembled, the Head Teacher shall take roll call.

Parents will be notified.

Dear Mommy and Daddy,
When you come to school and see me at play
Please keep in mind that I learn everyday
You'll see me in housekeeping, being "the Dad"
Feeding the dolls, dressing up in a hat
My play's really practice for when I am grown
Caring for and loving children of my own
When you see me use blocks of all shapes and sizes
Building skyscrapers and several high-rises
I learn complex relationships - forging a path
That lays a foundation leading to math
At art I get messy and have lots of fun
But there's also important work being done
I learn to make choices, use my arms, fingers, hands
Express thoughts and feelings and carry out plans
And when my creativity comes alive
It expands and develops for the rest of my life
Throughout my day my learning's ongoing
I learn to use words instead of hitting or throwing
I'm faced with decisions, so problems I'm solving
With this comes self-esteem, confidence, loving
When I play I learn - when I learn I feel good
About all the things that are in my world
These experiences teach me that learning is cool!
And that's what the best lesson to learn in my school
So please understand that my work is play
Each part of my school enriches my day

Mary Payson