

THE CHILDCARE CENTER OF THE HAMPTONS

2024

MISSION STATEMENT

Our commitment is to form lifelong learning experiences allowing every child to become independent, self-confident and inquisitive learners.

THE CHILDCARE CENTER OF THE HAMPTONS

OUR PHILOSOPHY

The program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the center's daily schedule, each child has opportunities to create, explore the environment, problem solving and personal interaction skills. Children develop a positive self-concept through a balance of self- and teacher-facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff serves as positive role models and provides care that is supportive, nurturing, warm and responsive to each child's individual needs. The adult's responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a curriculum that will nurture and facilitate growth during that stage.

We respect parents as the primary and most important provider of care and nurturing, and we believe parents and teachers are partners in children's care and education.

STATEMENT OF SERVICES:

CCH is a year-round program that offers all day care for children *ages 6 weeks to 12 years*. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups.

STATE LICENSING

We keep strict compliance with the state licensing regulations in order to ensure a quality environment for your children. CCH complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

HOURS AND DAYS:

CCH is open from 7:00AM to 5:30 PM, Monday through Friday. CCH posts the annual calendar every August for your convenience. All holidays will be charged at the regular rate. Summer hours are 8:00 AM to 5:30 PM.

SNOW DAYS:

CCH will make every effort to remain open during the snow and ice. However, if there needs to be a school closing you will be notified through brightwheel messages, voicemail messages will be changed on the school phone and lastly our instagram and facebook pages will have postings.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend CCH. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. CCH must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION AND WITHDRAWAL:

All registration forms are to be filled out and signed by the parent and or guardians. Forms can be found on our website (www.cchamptons.com) as well as emailed to you directly by administration. Please feel free to contact administration in regards to all of your scheduling, tuition and registration forms. (info@cchamptons.com)

To withdraw your child from CCH, notification must be submitted in writing via email by the 1st of the month to end care by the following month. Failure to provide notice by this date will result in continued tuition charges for the subsequent month.

Please include the exact date your child will end care when contacting administration. This ensures we can adjust the billing cycle and collect any outstanding payments.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at CCH. Also, each year in August we will have you renew and refresh any of your school year paperwork and or forms. In May, we will have you renew and refresh any camp paperwork and forms. There will be a deadline given for compliance to this requirement and a fine or absence of care may be issued if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. One time registration fee and annual material fees will also be added each year at this same time. If CCH is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

DROP-OFF:

Parents must accompany their child(ren) to their child's classroom every morning and clock their child(ren) in immediately after dropping their child(ren) off to an authorized CCH Staff Member. All Parents and Guardians will sign in and out each child using the BrightWheel App. CCH Staff will then perform a Health Check and Temperature Check in front of the Parent or Guardian. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately. Children will not be permitted in the building prior to opening hours. The check in/out system is located at the front exterior door. The children are not allowed to be dropped off at CCH alone or to sign in themselves. This is for their protection in case of a fire or other emergency.

PICK-UP:

All children must be picked up and checked out by an adult and/or person approved by the parent and the center. All children must be checked out before being picked up from the front door. Anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. They must also email or fax a signed letter of approval. However, this is strongly discouraged. The center reserves the right to

not allow any individual onto CCH property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM as well as listed on BrightWheel App. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up.

LATE PICK-UP FEE:

There will be a \$5.00 fee added per minute if pick-up takes place after closing (5:30pm). This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day must pick the child up in a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 45 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

VACATIONS, ABSENCES AND DISENROLL/RE-ENROLL:

Vacations will be charged at the regular weekly rate. We do not give a vacation credit. We request that all absences be reported to the CCH office prior to or the day of the absence. We require a month's written notice prior to your child leaving the center or a change in your child's contract. Fees for one month will be added if a month's written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

MEDICAL

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. (This form is called the "Blue Card") It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. All of these forms will be re-done annually or as needed per OCFS regulations. Immunization form needs to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this "blue card" changes – it is your responsibility to notify us and up-date or re-do this form.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide a Medical exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a healthcare provider. This form will state that the child has received all current, age-appropriate immunizations. If CCH is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and unscripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's full name on the script. All non-prescription medicine must have a permanent sticker with the child's full name and the date the medication was left at the center. No medication will be administered by any CCH staff. The parent's or guardian of the child must come to CCH to administer. All medicines must be checked for date and prescribed amount by the director. CCH reserves the right not to deny medicines if the dosage is questionable or not according to the label. CCH reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be returned to the parent upon completion of the course of medication. Only emergency medications will be permitted to be administered by CCH staff. Each child will need to have an Individual Health Care Plan For A Child With Special Health Care Needs form filled out prior to CCH storing any doctor prescribed emergency medication.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100.0 degrees or above should be kept at home. All children shall have direct contact with a

staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of 100.0 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 45 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate (\$5 each minute) will apply. The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

ACCIDENT/ INCIDENT REPORTS:

Safety is a top priority of CCH. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to ensure that little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

CCH complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable

accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

Curriculum

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities vary class to class. At CCH, we are dedicated to providing a nurturing environment where children are empowered to have autonomy over their own bodies. Our curriculum emphasizes the importance of outdoor physical activity, allowing children to grow, learn, and explore through play with their peers and teachers. We believe that every child is unique, and our approach encourages creativity and independence, with classroom experiences guided by both teachers and the children. Through this dynamic and supportive environment, we help children achieve important developmental milestones in their own creative ways. Continued education for our teachers is very important as we are their to learn right along side your child(ren).

NAPPING AND REST TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots/cribs after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 5 years of age: <https://www.babysleepsite.com/>

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

THE CHILDCARE CENTER OF THE HAMPTONS

FIRST AID/MEDS POLICY

CCH daily designates someone to be the “First Aid/Meds staff. (Directot/Owner) The First Aid/Meds staff will always be reachable by phone. This staff will be responsible for any injuries or illnesses, administering emergency medications and keeping the First Aid cabinet in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home	<p>When it has been determined that a child must go home, the procedures are as follows:</p> <ol style="list-style-type: none">1. Notify the parent. Via phone & Brightwheel messages2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.3. Forty-Five (45) minutes will be given to pick-up the child. If the 45 minute time frame is exceeded, the late pick-up charge may go into effect.
Sick Child	<ol style="list-style-type: none">1. Assess the child. Question him/her as to where the problem is located.2. Take the child’s temperature.3. The child must be sent home with a temperature of 100.0 or higher.4. A judgment call may be made if evidence of an illness is present but is not accompanied by a high temperature.

<p>Injury with Blood</p>	<ol style="list-style-type: none"> 1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc. 2. Assess the area to determine whether the wound will require stitches, or a bandage. 3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound. 4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide. 5. All contaminated materials (gloves, blood-soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.
<p>Injury without Blood</p>	<ol style="list-style-type: none"> 1. Child will be assessed and an incident report will be written
<p>Head Injury</p>	<ol style="list-style-type: none"> 1. Assess the area to locate any abnormal bumps or bruises 2. Apply an icepack to the injured area 3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.
<p>Broken Bones</p>	<ol style="list-style-type: none"> 1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement. 2. Apply an icepack to the injured area 3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.
<p>Bite Marks</p>	<ol style="list-style-type: none"> 1. Assess the child to locate the area of the bite. 2. Disinfect the area of the bite with antibacterial soap. 3. Apply icepack to the injured area

<p>In an Emergency</p>	<ol style="list-style-type: none"> 1. Contact the on-site supervisor 2. Instruct a team member to call 911, as well as the child's parents. 3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.
<p>Head Lice</p>	<ol style="list-style-type: none"> 1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately. 2. Follow the procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning. 3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well. 4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings. 5. The child <u>must be checked for re-entry</u> into the Center. 6. It is the parent's responsibility to present the child to a Leadership Team Member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.
<p>Contagious Disease</p>	<ol style="list-style-type: none"> 1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, COVID 19, 5th disease, impetigo, measles, scarlet fever, ringworm, etc. 2. In the case that the child contracts a contagious disease, a health alert will be posted in the Brightwheel app. 3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted. 4. The child may return to the Center as stated by the health alert.
<p>Recording Information</p>	<ol style="list-style-type: none"> 1. All incidents must be recorded in the correct forms as needed, i.e. "Authorization to give medication", "Incident Report."

	<p>2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. ¾ inch cut on right index finger, finger was cut on toy.</p> <p>3. Any injury causing a mark or head injury constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child’s cubby and the original to the child’s file.</p>
--	---

Non-Medications: Sunscreen Policy

CCH will now provide Babyganics 50 SPF sunscreen. It will be a monthly fee of \$5.00. This fee will be charged on the first of each month per child. CCH staff will apply sunscreen two times a day or as needed before going outside. CCH will apply sunscreen six months out of the year beginning April 1st through until October 1st. We believe this policy will ensure that all children have sunscreen while in attendance at CCH. If your child has never used this brand before we will provide a small sample for the parent to apply at home. Thank you for understanding, the health and safety of your child is our first priority. Sunscreen will be applied to children 6 months and up. If your child has an allergy to our sunscreen, parent must continue to supply sunscreen as needed for their child.

Guidelines: When a child can return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor’s release that specifically re-admits them to the center prior to the guidelines listed.

Fever Free:	<ul style="list-style-type: none"> • Must be fever free for 48 hours without fever reducing medication. The exception of an ear infection, in this case the child may return after treatment of antibiotics.
Vomit Free:	<ul style="list-style-type: none"> • Must not have vomited for 24 hours

<p>Uncontrolled Diarrhea:</p>	<ul style="list-style-type: none"> Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the Center at that time (if it is determined by a Pediatrician this is the cause of the diarrhea).
<p>Conjunctivitis (Pink Eye):</p>	<ul style="list-style-type: none"> 24 hours after documented treatment for conjunctivitis has begun.
<p>Covid:</p>	<ul style="list-style-type: none"> If your child has COVID they MUST be quarantined for 5 days. Please review the CDC for exact guidelines if you, your child or family member are exposed or sick with COVID 19. You must seek medical attention. A note must be provided by your doctor with clear statement as to treatment, and guidelines.
<p>Croup:</p>	<ul style="list-style-type: none"> Must have a doctor's note stating that the child is non-infectious. Can return to school 3 days after illness begins.
<p>Mouth Sores(Coxsackie):</p>	<ul style="list-style-type: none"> Must have a doctor's note stating that the child is non-infectious
<p>Rash:</p>	<ul style="list-style-type: none"> With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<p>Infestations (Head Lice, Scabies):</p>	<ul style="list-style-type: none"> Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<p><u>Tuberculosis:</u></p>	<ul style="list-style-type: none"> Must have doctor's note stating that the child is non-infectious.

<u>Impetigo:</u>	<ul style="list-style-type: none"> • Cannot return until 48 hours after treatment has begun.
<u>Strep Throat:</u>	<ul style="list-style-type: none"> • 24 hours after documented treatment has been initiated.
<u>Varicella (chicken pox):</u>	<ul style="list-style-type: none"> • Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	<ul style="list-style-type: none"> • Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	<ul style="list-style-type: none"> • Cannot return until 5 days of appropriate treatment has begun.
<u>Mumps:</u>	<ul style="list-style-type: none"> • Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Measles:</u>	<ul style="list-style-type: none"> • Cannot return until 6 days after the rash appears.
<u>Hepatitis A:</u>	<ul style="list-style-type: none"> • Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Rubella:</u>	<ul style="list-style-type: none"> • Cannot return until 6 days after the rash appears.

Ringworm:

- Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

Child Guidance Discipline Policy

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behaviors with insight, sensitivity, and skill. When clear, consistent, and age-appropriate limits are present: children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it does occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings to learn positively through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting.**

We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk for physical harm or, if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the center. While we understand the development tendencies of the children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of appropriate language which other families consider offensive.

For more information, please read addendum below

****ADDENDUM - None as of 9/2024**

MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Child Services.

Our policy concerning this contains the following:

- (a) A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribes by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department of Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of report.
- (b) A staff member shall report the suspected or alleged child abuse by a staff member to The Department of Child Protective Services and to a local law enforcement agency as prescribed by state law. A staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- (a) The names and home address of the child, phone number, date and year.
- (b) The child's explanation as to what happened.
- (c) The nature and extent of the child's injuries, what the marks look like and color of bruises.

- (d) The date CPS was called, name of reporter and case worker.
- (e) Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- (f) The Date CPS was called and the name of specialist.
- (g) If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory report who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of a child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without release required in other situations.

To report child abuse anytime, day or night, call:

State Abuse Hotline: 1-800-342-3720

EMERGENCY PLANS

SHELTER IN PLACE:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These

are set by the state law and our policies. Any individual who does not submit to our safety policies concerning “visitors” and “volunteers” must be considered an intruder and steps will be taken according to the “intruder” portion of our “Safety and Evacuation: policies.

FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site.(444 North Sea Rd. Dr. Nadia Persheff office)

In the case of an actual fire or bomb threat, teachers will take a headcount and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event that the designated evacuation site is unsafe or unavailable the center will notify WLNG radio. Parents should listen to the designated stations for information. An attempt will be made to call and/or through Brightwheel App to inform parents.

TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the walkie talkie. Children will be evacuated according to the diagram posted in each room. If they are inside, everyone should take cover under desks, tables, or in a tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site. In the case of an actual tornado or earthquake, teachers will take a headcount and keep their children calm, in the contained area until it is deemed safe for the children to be released.

BLIZZARD AND POWER FAILURE PROCEDURE:

If the city’s Public Schools are closed for the day due to inclement weather, CCH may or may not also close. Parents should call the center prior to dropping off their children. If the city’s Public School’s dismiss early due to a blizzard, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, CCH will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with

the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive.

In case of a power failure, CCH will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to a designated evacuation site.(444 North Sea Rd. Dr. Nadia Persheff office)

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be taken to an area deemed safe by authorities.

INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick-up plan. If the center staff are unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building. A staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building to contact the police. If possible, children will be taken to a designated area in the building or lockdown inside their classrooms. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with all the staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff members in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be ensuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

The children's emergency forms should always be taken when leaving the building(Inside emergency classroom backpacks). A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed at the receptionist's computer, as well reviewed on the Brightwheel App.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-AMBULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STROLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.