



Greater Waterbury YMCA  
**School Age Childcare**  
Rose Hill Annex

# Family Handbook

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# **LOCATIONS AND CONTACT INFORMATION**

## **WATERBURY LOCATIONS**

### **Chase School (PM only) (Chase and Rotella)**

40 Woodtick Rd

Site Phone: 203-910-1220

### **Gilmartin School (PM only)(Gilmartin and Hopeville)**

94 Spring Lake Rd

Site Phone: 203-592-6434

### **Tinker School (PM only)**

809 Highland Ave

Site Phone: 203-465-2311

### **YMCA Rose Hill Onsite**

63 Prospect St

Site Phone: 203-754-9622

#### **AM care:**

Bucks Hill

Kingsbury

Maloney

Rotella

#### **PM care:**

Bucks Hill

Bunker Hill

Carrington

Kingsbury

Maloney

#### **PM Care Cont.**

Wilson

Regan

Wendell Cross

Brass City

## **WATERTOWN LOCATIONS**

### **Judson (AM and PM)**

124 Hamilton Ln

Site Phone: 203-509-7075

### **Polk (AM and PM)**

435 Buckingham St

Site Phone: 203-441-1531

### **Trumbull (AM and PM)**

779 Buckingham St

Site Phone: 203-441-163

## CONTENTS

### **Section 1..... Program overview**

- A. Objectives
- B. Education plan
- C. Policy on prohibition of Discrimination on the Basis of Disability

### **Section 2.....GENERAL POLICIES**

- A) ADMISSION
- B) AGREEMENTS WITH PARENTS
- C) PARENT INVOLVEMENT
- D) MEDICATION POLICY
- E) CONTENT & TIMES OF MEALS/SNACKS
- F) PROVISIONAL ENROLLMENT PERIOD
- G) DAYS AND HOURS OF OPERATION
- H) WITHDRAWAL OF CHILDREN
- I) ACCESS TO PROGRAM & FACILITY
- J) DAILY SCHEDULE & PROGRAM PLAN
- 2.1.....ARRIVAL AND DEPARTURES–SIGN OUT REQUIREMENT
- 2.2.....ABSENCES
- 2.3.....RECORDS
- 2.4.....LEGAL CUSTODY OR INJUNCTIONS
- 2.5.....CLOTHING
- 2.6.....WEATHER & RELATED EMERGENCY PLAN
- 2.7.....CLOSINGS
- 2.8.....VACATION POLICY
- 2.9.....FIELD TRIPS
- 2.10.....HOMEWORK

### **Section 3.....HEALTH POLICIES**

- 3.1.....MEDICAL REQUIREMENTS
- 3.2.....CONTAGIOUS ILLNESS
- 3.3.....MEDICATIONS
- 3.4.....EMERGENCY NUMBERS
- 3.5.....INJURED CHILD
- 3.6.....SICK CHILD CARE PLAN

### **Section 4.....PAYMENT POLICY**

- 4.1.....TO MAKE PAYMENTS

### **Section 5.....DISCIPLINE, CHILD ABUSE and SUPERVISION**

### **Section 6.....CONFIDENTIALITY**

### **Section 7.....PARENT CONTACTS AND INVOLVEMENT**

### **Section 8.....PERSONAL BELONGINGS**

## **Section 1: PROGRAM OVERVIEW**

### **A. PROGRAM OBJECTIVES**

The purpose of the YMCA School Age Childcare (SACC) Program is to provide childcare services for families living or working in the Waterbury and Watertown area. We follow a child-centered approach which encourages curiosity, exploration, and initiative. We recognize and accept that each child is an individual with unique needs, abilities, and experiences. All activities and materials are geared to the child's level of development and we encourage individual abilities to enhance self-esteem.

#### Goals for the Program

- To work in partnership with parents/guardians, school personnel and the community to support the children's emotional, social, physical, and intellectual growth.
- To provide a safe, supervised and comfortable structured environment in which children may choose from a variety of activities.
- To encourage the development of social skills of each child through shared activities with other children.
- To reinforce the positive values of caring, honesty, respect and responsibility.

#### Goals for the Children

- To feel safe, comfortable and respected as an individual.
- To develop a positive sense of self and a foundation of a healthy lifestyle.
- To acquire the skills of conflict resolution, positive communication and a respect for individual differences.
- To develop self help skills, independence and a sense of responsibility for ones actions and behavior.

### **B. PROGRAM EDUCATION PLAN**

The SACC Program provides quality care and guidance for children enrolled. The program's schedule of activities includes homework time to aid children with improved learning skills and abilities. There are opportunities for Quiet time activities which include reading and storytelling. Arts and crafts activities are also scheduled to enhance creativity and expression as well as coordination. Recreation time includes outdoor activities on the playground including basketball, playscape and free time to emphasize physical fitness, improved gross motor skills, team building games, peer socialization, and coordination. A nutritious snack is provided daily with reinforcement for good nutrition. The schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination. It is a flexible daily schedule that meets and enhances the individual needs of the diverse population. Overall healthy lifestyles and choices are also continually reinforced along with family involvement.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program including:

- Indoor and outdoor physical activities
- Problem solving experiences
- Arts, Media, Dramatic Play
- Music
- Language/Literacy Experiences i.e., books, stories, poems writing and speaking
- Self Reliance and self esteem experiences such as care of possessions and group responsibility
- Health Education Experiences/Toileting/Clean up of program spaces
- A balance of child initiated and teacher directed activities, with active and quiet play available.
- Discovery and exploration activities with varied choices for individuals and small groups.

## **C. POLICY ON PROHIBITION OF DISCRIMINATION ON THE BASIS OF DISABILITY**

The Waterbury Young Men's Christian Association d/b/a The Greater Waterbury YMCA (Greater Waterbury YMCA) is committed to making its programs and activities available on a nondiscriminatory basis as required by the Americans with Disabilities Act (ADA).

The Greater Waterbury YMCA will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of its goods, services, privileges, advantages and accommodations. The Greater Waterbury YMCA will make reasonable modifications to its programs for children with disabilities, both new applicants and those already enrolled, on a case-by-case basis, to permit them to participate in its before and after school programs in the most integrated setting possible, unless Greater Waterbury YMCA can demonstrate that making the modifications would fundamentally alter the nature of its goods and services.

### ***Individualized Assessment and Reasonable Modification***

When informed that a child with a disability has applied to participate in one of Greater Waterbury YMCA's programs, the Greater Waterbury YMCA will provide the parent/guardian of that child with a copy of this Policy. Greater Waterbury YMCA will also provide a written copy of this Policy upon request.

When a request for a modification is made, Greater Waterbury YMCA will individually assess the needs of the child on whose behalf the request is made and will address each request for a modification on a case-by-case basis. Greater Waterbury YMCA will work with families to provide reasonable modifications in accordance with this Policy and applicable laws and may, to that end, request certain documentation concerning the child's needs. Absent extenuating circumstances, Greater Waterbury YMCA provide the parent/guardian with a decision on the request for a reasonable modification within 5 business days of the request having been made.

If an agreement cannot be reached for Greater Waterbury YMCA to provide reasonable modifications, Greater Waterbury YMCA will notify the parent/guardian, in writing, of the modifications Waterbury YMCA will provide (if any) and which modifications it will not provide. Pursuant to the ADA, Greater Waterbury YMCA may choose not to provide a modification if that modification would fundamentally alter the nature of its service, program, or activity.

### ***Point of Contact***

If you have any questions about this Policy, please contact the Human Resources Director at The Greater Waterbury YMCA.

## **Section 2: GENERAL POLICIES**

### **A. ADMISSION POLICY**

Completed intake packet and registration form including age, emergency contact information, and a completed health form together with a week deposit must be received prior to admittance to the program.

### **B. AGREEMENT WITH PARENTS**

Parents are required to maintain current, up-to date information for their child's record to include parent and emergency contact information, medical information and any other information relevant to their child's participation in this program.

### **C. PARENT INVOLVEMENT**

Parents are encouraged to visit or volunteer their time to assist staff within the program.

#### **D. MEDICAL POLICIES**

See section 3.

#### **E. CONTENT AND TIMES OF SNACKS.**

The SACC participates in the CACFP program and we are an equal opportunity provider. Snack is provided daily after children arrive and attendance is taken. Snack consists of a nutritious snack and drink. It is the responsibility of the parent to notify the staff on any dietary restrictions or food allergies a child may have. Each child with documented food allergies/sensitivities must have a special care plan in place. **Due to the variety of allergies and sensitivities we cannot allow food from home to be brought into the program.**

#### **F. ENROLLMENT PERIOD**

Enrollment period is open registration throughout the year based upon licensed capacity of program space. However enrollment will be put on freeze for the first two weeks of school, allowing the staff and students to become adjusted. A waitlist is maintained and families are contacted as program space becomes available on a first come/first serve basis.

#### **G. DAYS AND HOURS OF OPERATION**

The program operates in accordance with the district Public School calendar, typically Monday through Friday, September through June for Before School 7:00 a.m. to school start and for After School from school dismissal to 5:30 pm for Watertown and 6pm for Waterbury.

#### **H. WITHDRAWAL OF CHILDREN**

A minimum of two weeks notification must be given to the Director or site Head Teacher prior to the withdrawal. You will be responsible for fees until the last day of your child's attendance, or until the end of the two-week period. Exception will be made within the first two weeks, or provisional enrollment period.

The continued enrollment of any child in the program is at the discretion of the Director or YMCA official. If at any time, the Director feels that the program cannot meet the needs of a child, or the child is destructive or harmful to other children or staff, it may be necessary that the child be withdrawn from the program.

#### **I. ACCESS TO PROGRAM AND FACILITY**

Program space is located in the cafeteria and gymnasiums in the schools accessible from the cafeteria side doors. Additional utilized space includes outdoor play areas.

#### **J. DAILY SCHEDULE**

Schedule varies depending on site but will consist of:

##### BEFORE SCHOOL PROGRAM

6:30 Arrival and greeting of children, attendance is taken

8:00 Snack time

8:15-8:35 Team building activities, games, arts and crafts for creative expression

##### AFTER SCHOOL PROGRAM

Dismissal-2:30 Arrival and greeting of children, attendance is taken

3:30-3:45 Snack time

3:45-4:15 Homework, quiet time for reading or games

4:15-5:00 Outdoor recreation for physical fitness and gross motor skills, Team Building activities, and games

5:00-6:00 Arts and crafts for creative expression

#### **Section 2.1: ARRIVAL AND DEPARTURES – SIGN OUT REQUIREMENT**

Children attending Before School will be signed in by the parent/guardian and will be escorted to the assigned teacher on duty for the start of the school day by YMCA personnel.

Children attending After School Programs may be escorted to the YMCA programs location by school personnel each day.

If someone other than the parent/guardian is picking up the child, a staff member will ask to see a license (even if the person is on the pick-up list). If someone is not on the pick-up list will be picking up the child, written permission must be given to the staff prior to pick-up. Again, a driver's license will need to be shown to the staff.

Children must be picked up by 6:00pm. If for any reason, you feel you will be late, please make other arrangements for the pick-up of your child and call the Program staff to tell them of your situation. *A \$10.00 per any part of 15 minutes late fee will be charged for late pick-up, regardless of notification of the staff.*

- Repeated late pick-ups may result in removal of your child from the program.
- If a child is not picked up by 1 hour from closing, the YMCA staff will contact the local Police Department and Department of Children and Families (DCF) to take custody of the child. A staff person will remain with the child until the child is picked up.

### **Section 2.2: ABSENCES**

If your child is going to be absent from the SACC Program, please notify the site staff. Except for prolonged illness, you will still be responsible for the program fee.

### **Section 2.3: RECORDS**

In addition to current health records, the SACC Program is required to keep accurate personal records for each child in the program. Changes in information indicated on the forms must be reported to the staff immediately. *All records are kept confidential.*

### **Section 2.4: LEGAL CUSTODY OR INJUNCTIONS**

A copy of any court ordered custody decree or injunction must be kept on file at the Program location.

### **Section 2.5: CLOTHING**

Children should wear comfortable clothing suitable to the season, including winter months, and the activities in the program. Please be sure to label all outerwear with your child's name.

### **Section 2.6: WEATHER AND RELATED EMERGENCIES**

**The YMCA reserves the right to close the program site due to severe weather conditions such as hurricane, tornado, or other emergencies, which may require evacuation of the premises.** If severe weather conditions develop during the day, parents may be called and are expected to pick up their children within one half hour of notification. If you cannot pick up your child, it is your responsibility to arrange for them to be picked up by someone on the child's authorized pick-up list. We will only call persons on the child's authorized pick-up list, if we are unable to contact the parent or guardian directly. **The YMCA staff will contact the local Police and DCF to take custody of your child if your child has not been picked up one half hour after we have notified you.** If severe weather conditions erupt during program hours, children may be taken to the interior gymnasium away from glass doors and windows.

The program will have a cell phone available at all times for emergency use. The director or designated person will also contact local radio stations to post weather related information. These radio stations will include WATR and WWCO.

### **Section 2.7: CLOSINGS**

**The YMCA will cancel the program in the event of school closings and early dismissal from school as announced by the Public School System. If the school system cancels or dismisses school early due to weather related conditions,**

**our program is cancelled. The program will also be closed in the event that the Board of Education cancels all afternoon activities.** The child should be aware of these plans as well as the school they attend. **It is the responsibility of the parents to find out if the Public Schools are dismissing early, the YMCA may notify you.** Please fill out the Early School Closing form so that we will have clear instructions for school personnel as to your plans for early dismissal.

### **Section 2.8: VACATION POLICY**

Tuition will not be waived for absences due to a family's scheduled vacation or any other reason other than scheduled vacation week school closings.

### **Section 2.9: FIELD TRIPS**

By signing the field trip permission portion in the registration packet you authorize participation in field trips. In the event of a scheduled field trip, prior notice will be given to parents with detailed information. Children's emergency information forms will accompany children on the trip along with emergency procedures and first aid kit. If transportation is required, adequate safety procedures and regulations will be followed in compliance with State requirements. Transportation may consist of YMCA vehicles or contracted school bus vendors.

### **Section 2.10: HOMEWORK**

The SACC procedure on homework is to provide assistance and to remind and encourage, but not force children to do homework. We will provide approximately 30-45 minutes Monday through Thursday for homework to be completed. If children do not complete their work in that time period, we must move on to the scheduled activities. Remaining homework will need to be worked on during free time or at home. At request from the child, the YMCA staff will assist with homework by explaining directions, giving examples and checking completed work. If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school.

## **Section 3: HEALTH POLICIES**

### **Section 3.1: MEDICAL REQUIREMENTS**

The State Department of Health requires that each child enrolled in the SACC Program have an up-to-date medical form with required immunizations signed by a physician and kept on file at the site. We cannot accept a child without the proper medical forms.

### **Section 3.2: CONTAGIOUS ILLNESS**

Parents/guardians are required to notify the YMCA whenever a child has been exposed to a contagious disease and the child will not be permitted to attend the program until the child is medically cleared. These include but are not limited to: chicken pox, measles, mumps, strep throat, lice, fifth disease, and pink eye.

### **REQUIREMENTS FOR CHILD'S RETURN TO SCHOOL**

Temperature-Must have returned to normal for over 24 hours without the use of any medication.

Chicken Pox-All pox must be scabbed over.

Lice-All lice must be completely gone.

Rashes-Child must be free of rash or have Doctor's note stating the child is not contagious.

Other diseases-At least a full 24 hours after anti-biotics have been administered.

### **Section 3.3: MEDICATION ADMINISTRATION**

#### **Requirements for Administering Medications (Prescription and Non-prescription)**

An *Authorization for the Administration of Medication by Child Care Personnel* for all types of medication (prescription and non-prescription) to be administered must be filled out and signed by the physician and by the parent. One form is required per medication. This form should include the name of the medication, dose, method of administration, time of administration,



reason for medication, dates of administration, expiration of medication, relevant side effects, potential allergies, prescriber's name, and verification statement of prior use without adverse side effects. Non-prescription medications include all types of over the counter medications (e.g. Tylenol, Advil, lozenges, cough drops, antibiotic creams, peroxide, etc.). **Nurse consultant or School-Age Director** will check medication and all medication authorization forms to make sure they are current upon arrival in the program.

The medication must have the original bottle or packaging and prescription label including:

- child's name
- dosage/route of administration (mouth, inhalation)
- specific time/intervals to be given
- current date of order
- physician's name and telephone number
- individual measuring spoon as may be required with medication

At least one dose (two doses if antibiotic), must have been administered outside the program without adverse side effects.

### **Requirements for Administering Non-Prescription Topical Ointments**

The YMCA will administer sunscreen and insect repellent with a completed *Authorization for Non-Prescription Topical Ointment* form signed by the parent or guardian accompanied by a labeled product including:

- child's name
- Expiration date of product (note sun block is no longer effective after one year from opening).

### **Medication Petition Policy**

Depending on types of medical applications, the YMCA along with the nurse consultant may have to petition the state which could delay the registration process.

### **Section 3.3: EMERGENCY INFORMATION AND NUMBERS**

Emergency numbers must be kept up to date. This is to insure that we can contact you at any time in case of an emergency. Emergency policies and information will accompany children if away from program facility.

### **Section 3.4: INJURED CHILD**

If a child is injured during the program hours, the following steps will be taken:

1. The child will be made comfortable and a staff member certified in first aid will treat the injury
2. If the injury is of a serious nature and emergency medical care is needed, 911 will be called and parents will be contacted immediately.
3. In the event that a parent cannot be reached, the YMCA will notify persons listed on the emergency contact form.
4. The child's file will accompany child to the hospital along with a staff member and the YMCA main office will be notified to provide replacement staff coverage to maintain required child/staff ratios.
5. An incident report will be completed and a copy will be forwarded to the main YMCA office.

### **Section 3.5: SICK CHILD CARE PLAN**

If a child is ill during the program hours, the following steps will be taken:

1. The child will be immediately separated from the group while maintaining ratios and supervision of all program participants.
2. A staff member will make the child comfortable and attempt to determine the nature and severity of their condition.
3. A parent/guardian will be notified to pick up their child if the child has a temperature of 101 degrees, contagious condition, vomiting or diarrhea. If we are unable to reach a parent, the staff will call people on the emergency list to pick up the child.
4. When called, parents must arrange for the child to be picked up within one half hour.

Conditions warranting the child leaving the center include, but are not limited to: vomiting, fever, rash or other skin irritation, lice, severe pain in any body part, or signs of a contagious disease. Documentation will be completed and kept in the child's file.

## **Section 4: PAYMENT POLICY**

SACC payments are due on a weekly basis. After school payments are to be prepaid weekly in advance for the following week period. A Late Payment Fee of \$30.00 will be charged for payments made after Friday. Accounts must be kept current and any accounts delinquent by more than two weeks will force the dismissal of the child from the program.

### **Section 4.1: TO MAKE PAYMENTS**

**Payments can be made directly at the program site. Payments made at the site must be check, money order, or exact cash.**

THE YMCA IS NOT RESPONSIBLE FOR PAYMENTS GIVEN TO CHILDREN. SET FEES ARE DUE REGARDLESS OF ATTENDANCE.

**Fees are payable on a prepaid weekly basis. The yearly tuition is based on 180 days of school regardless of school closings or absences. Half days, snow days, holidays and school vacations have all been pro-rated; therefore, no adjustments to the fees will be made. The YMCA does participate in the Care4Kids program. Parents/guardians are responsible to make all weekly payments until a certificate is issued from Care4Kids and a parent share fee has been determined.**

## **Section 5: DISCIPLINE AND CHILD ABUSE**

The Waterbury YMCA believes that one of the best ways to deal with the issue of behavior and discipline problems is to provide a quality program. By keeping activities interesting, challenging and well organized, we believe that many potential problems can be avoided.

We expect children to behave as follows:

- Be responsible for personal belongings
- Participate in all activities
- Possess positive and caring attitudes
- Follow proper safety procedures at all times, including:
  - Never opening the outside doors
  - No fighting or using foul language
  - No running in school
  - No playing in the restrooms
  - No playing on or under the tables
- Using good table manners at snack time
- Respect for fellow students and staff
- Stay with your group and listen to your counselor at all times

If a child displays disruptive behaviors such as causing injury to other children, themselves or staff, parents will be notified and will be required to remove their child from the program within one half hour of notification. The staff and parents together will develop a plan to prevent future disruptive behavior. If such behavior arises, the following steps will be taken:

1. Verbal warning.
2. If inappropriate behavior continues, the child will be separated from the group in a time-out fashion for a specified period of time.
3. When there is a serious concern about a behavior or discipline problem, the staff will share this information with the parents/guardians and will make every effort to work together to resolve the problem.

4. In the case of two repeated behavior probations, the child will be temporarily suspended from the program.
5. If a child has willfully been destructive, caused intentional harm to another child or staff person, or is a danger to children, staff or themselves, the YMCA reserves the right to expel the child permanently from the program with immediate notification to the parent or guardian. Further, the child's parent/guardian will be held responsible for any damage caused by this conduct.
6. Bullying Policy–The YMCA has a very strict No Bullying policy. Bullying will not be permitted or tolerated. Any child who engages in bullying will be subject to immediate dismissal from the program.

Parents/guardians must advise staff of any physical or emotional conditions for which their child is being treated, particularly when the child is using mood-altering medications. Any changes in a child's normal behavior such as sudden aggressiveness or withdrawal noted by the staff will be brought to the attention of the parents. Parents/guardians should also make the staff aware of any problem that their child may be experiencing in order that they may better understand and assist the child.

#### **Section 5a: CHILD ABUSE AND NEGLECT**

The Waterbury YMCA has a responsibility to prevent any child enrolled in the center from being abused or neglected. To help ensure the safety and well being of children, and in compliance with Connecticut General Statutes, the YMCA staff, shall make a report to the Department of Children and Families (DCF) and the Office of Early Childhood (OEC), when we learn of a situation where there is reasonable cause to suspect that a child is being abused, neglected or at imminent risk of abuse. All YMCA staff shall be trained in the knowledge of mandated reporter responsibilities and reporting requirements, childcare abuse and neglect prevention techniques and detection methods, as well as the definitions of child abuse and neglect as defined below.

#### **Section 5b: ADMINISTRATIVE RESPONSIBILITIES**

The YMCA will make timely reporting to all administrative agencies as detailed below and will notify parents or legal guardians of any incidents and actions taken as a result of any suspicious act or concern of abuse or neglect. The YMCA will also cooperate fully with DCF, and OEC with their investigations for the safety and well-being of all children enrolled in the childcare programs. The Waterbury YMCA will offer referral services to families of any child suspected of being abused or neglected. Further, the YMCA will seek medical attention if of imminent concern. The YMCA will also reinforce policies and procedures with staff and consult with a physician and social worker consultants for advice and counseling as needed for staff and children.

#### **Section 5c: DEFINITIONS**

CHILD ABUSE: defined as any child under the age of eighteen who has had a physical injury or injuries inflicted upon him by a person responsible for his health, welfare or care or by a person given access to the child by the responsible person other than by accidental means, or has injuries which are at variance with the history given to them, or is in a condition which is the result of maltreatment such as, but not limited to malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment or has been neglected.

CHILD NEGLECT: defined as any child under the age of eighteen who has been abandoned, is being denied proper care or attention, physically, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his well-being or has been abused.

CHILD AT RISK: reasonable cause to believe or suspect a child is in danger of being abused as opposed to believing that the abuse has actually occurred.

#### **Section 5d: Reporting Requirements**

1. All childcare employees are considered mandated reporters and shall make a report to DCF when a situation arises where there is reasonable cause to suspect that a child is being abused, neglected or in imminent risk of abuse.
2. All staff persons and volunteers making a report in good faith is immune from any criminal or civil liability. A person required to report who fails to do so shall be fined not more than \$500.
3. A staff person must report a situation directly to the childcare director. In the absence of the childcare director the staff member will go directly to the operator of the center. An *oral report* must be made by a mandated reporter **within 12 (twelve) hours** of suspected abuse or neglect to the DCF HOTLINE at 1-800-842-2288. The director or person in charge

will then be responsible for notifying the child's parent or other person responsible for the child's care that a report has been made.

4. Within 24 hours of an oral report the mandated reporter must submit a written report to the *DCF and OEC*. Notifying them of the incident.
5. Requirement of oral and written reports:
  - The names and addresses of the child and his parents or guardians.
  - The age and gender of the child.
  - The nature of the child's injuries, maltreatment or neglect.
  - The approximate date and time of injuries, maltreatment or neglect.
  - Any information concerning any previous injuries or neglect.
  - The circumstances in which the injury, maltreatment or neglect came to be known to the reporter.
  - The name of the person suspected of abuse, maltreatment or neglect.
  - Whatever action, if any was taken to treat and assist the child.

### **Section 5e: MEDICAL SERVICES**

The director or operator of the center will make the appropriate referrals if medical services for the victim are needed.

### **Section 5f: ADMINISTRATIVE ACTIONS**

In cases involving an allegation that a staff member is suspected of abuse or neglect the following action will take place.

1. The incident will be investigated by the Director and Operator of the childcare center.
2. DCF/OEC will be notified.
3. If there is reasonable cause to suspect that the staff member is being abusive or neglectful, the staff member will be suspended immediately, and a plan of action will be devised for that staff member.
4. If allegations are confirmed, the staff member's employment will be terminated.

\*ALL STAFF ARE PROTECTED BY LAW FROM DISCRIMINATION OR RETALIATION FOR REPORTING ABUSE OR NEGLECT, IF THEY MAKE A REPORT IN GOOD FAITH.

### **Section 5g: ABUSE AND NEGLECT PREVENTION**

1. Staff orientation on a yearly basis will include training on child abuse, neglect and mandated reporting procedures.
2. Parent and Employee Handbooks will include Policies and Procedures on Reporting Child Abuse and Neglect.
3. DCF phone numbers will be posted on emergency phone list.
4. Resource materials will be kept on file.
5. All staff hired after staff orientation will be briefed on Policies and Procedures of Reporting Child Abuse and Neglect.

### **Section 5h: SUPERVISION**

SACC staff will supervise the children at arrival, during program time and at departure of the program. No child is allowed outside of the program without childcare staff supervision. Staff-child ratios of a maximum of 1-10 will be maintained at all times and children will be in groups not to exceed 20 to a group.

SACC staff will also inspect all program facility space including outdoor play areas on a daily basis for hazardous surroundings, including playscapes, furniture, equipment and the like, and to ensure that all program space is in good, safe, and operable condition.

### **BATHROOM SUPERVISION**

The bathroom facilities are adjacent to program space and children will be dismissed to the bathroom as needed while under staff supervision. Staff will reinforce good personal hygiene measures and to wash their hands thoroughly.

## **OUTDOOR SUPERVISION**

Staff will remain with the children while going to and from the outdoor play area. Parents will have a designated parking area for pick up at all times that does not include the group game area.

## **Section 6: CONFIDENTIALITY**

All medical, behavioral, emotional, or financial information will be kept confidential between the childcare administration and the families. Staff and volunteers must be professional and protect the rights and privacy of the children and families in regards to confidential matters.

## **Section 7: PARENT CONTACTS AND INVOLVEMENT**

Parent/guardian conferences will be held as needed. A guardian, teacher or director may request a meeting at any time throughout the year. Newsletters may be sent home informing parents of daily activities or special events. Notices may also be posted on the parent bulletin board. Parents/guardians are welcome to participate in any activity and are encouraged to visit their child during program hours. Staff will interact with parents daily and share progress reports on their child which may include behavior, homework assistance, and general well being of the child.

## **Section 8: PERSONAL ITEMS**

Game Boys, iPods, iPads, cell phones and other personal belongings and toys are not permitted. The YMCA is not responsible for items *lost or stolen*.