

# CCC Family Handbook

## 2017-2018

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Community Children's Center

797 Mansfield City Road, Storrs, CT 06268

[communitychildrenscenter.org](http://communitychildrenscenter.org)

[director@communitychildrenscenter.org](mailto:director@communitychildrenscenter.org)

860.456.7171

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## I. INFORMATION SHEET

COMMUNITY CHILDREN'S CENTER  
communitychildrenscenter.org  
797 Mansfield City Road  
Storrs, Connecticut 06268  
director@communitychildrenscenter.org  
860.456.7171

Hours of Operation: Monday-Friday; 7:30 am - 5:30 pm

<b>Directors:</b>	Lisa Dahn & Kate Vallo
<b>Teachers:</b>	Mary Anne Baker (Huggler) Dana Binette (Huggler) Kelly Garceau (Nino) Erin Kirdzik (Nino)
<b>Assistant Teachers:</b>	Debbie Stoloff (Nino) Susan Montbriand (Nino)
<b>Student Assistant Teachers:</b>	Hayley Gilbert & McKenna Spaulding (winter & summer)
<b>BOARD OF DIRECTORS</b>	<b>2017-2018 YEAR</b>
<b>Chairperson:</b>	
<b>CoChairperson:</b>	Ben Wiles
<b>Secretary:</b>	Rebecca Limberg
<b>Treasurer:</b>	Lisa Dahn
<b>Member-at-Large:</b>	Karen Menuz
<b>Grounds Committee:</b>	Karen Menuz & Miriam Drew
<b>Expansion Committee:</b>	Veronica Herrera, Derek Dilaj, & Ravit Stein
<b>Endowment Committee:</b>	
<b>Nino Room Rep:</b>	Emily Puckett
<b>Huggler Room Rep:</b>	Kristin Dilaj & Ali Kohan

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability, or sexual orientation. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).*

## II. INTRODUCTION

Community Children's Center (CCC) is a nonprofit early care and education parent cooperative, operating Monday through Friday, 7:30 am until 5:30 pm, year-round.

This booklet will familiarize you with CCC policies and procedures. Please remember our most important policy: Your questions and comments are always welcomed by staff and the Board of Directors. Please let us know if a translator would be helpful to you. Since we are located in a University town rich in international cultures, we can usually locate someone able to translate in your preferred language. We want to work together to make your child's time at CCC a happy and rewarding experience.

CCC accepts children ages 18 months to five years, on a part time or fulltime basis. CCC does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, ability, political belief or marital status, as advertised.

### A. CCC PHILOSOPHY AND MISSION STATEMENT

Our goal is to provide quality care and education for young children. Providing such care means maintaining a warm, supportive environment for children in which they can reach out, explore, grow, and share. We strive to help each child make their *own* discoveries about themselves, about each other, and about their world, and to develop emotionally, socially, cognitively and physically. We want each child to feel good about themselves and their abilities, to develop self-direction, self-motivation, and independence and to know themselves and others as vital members of the classroom and CCC community.

Families are also considered to be vital members of the CCC community. Families in all their diversity are respected and valued at CCC; sharing individual family perspectives is encouraged and becomes an important part of the child's life at CCC. Staff honor each family's culture and welcome the opportunity to learn more about the families we serve through a variety of ways, including conversations, meetings and social gatherings.

Because we believe that a child's natural interest in play fuels the exploration and construction of knowledge, we have backed away from writing lesson plans. Instead, our curriculum (what we want the children to learn) is embodied in the varied, open-ended materials that we make available, and the presence of responsive, supportive teaching staff. Together they provide a rich learning environment. This reflects our goal of letting children actively make their own discoveries rather than learning to depend on adults to amuse or entice them, or to frame their experience for them.

Teachers work hard to support positive social interaction and create a caring community which balances the needs of the individual with the needs of the group. They actively teach awareness and respect for self and others, communication, and negotiation of conflicts and other interpersonal problem-solving skills. They nurture sparks of shared enthusiasm into group projects and, in the pre-school, use group time as a forum for problem-solving and rule-making. Children are encouraged to make active play choices within our inviting and reliable learning environment.

We do this because we believe that one of the most valuable things we can offer is the opportunity to participate in a lovingly guided early group experience. We believe that learning to function in a group, make friends, and meet personal needs through social relationships are fundamental life skills which support development of a positive self-concept and the confidence that goes with it, opening the way for a lifetime of exploration and growth.

Strongly committed, highly qualified staff work together to put these ideas into practice. CCC's commitment to ongoing, relevant professional development contributes to CCC's dynamic state of continuous improvement and consistently high quality, progressive programming. Teachers are professional and caring, reflective and thoughtful, and this approach assures our emphasis will stay where it belongs - on the children themselves.

## B. HISTORY

Community Children's Center was formed in 1970 by a group of Mansfield women who recognized that there was a growing need for a day care center as an alternative to morning nursery schools and baby sitters. They began fund raising and became incorporated. Tentative arrangements for staffing were made and a waiting list was started. The Unitarian Fellowship of Storrs was willing to share their building with CCC and, in September of 1970, CCC opened its doors.

CCC began serving children and families at its new building on Mansfield City Road in July of 2004, after three years of hard work, creative drive, and commitment by cooperative members and community volunteers. This was a true labor of love which made CCC's continued existence possible and invited our community to grow even more in strength and number.

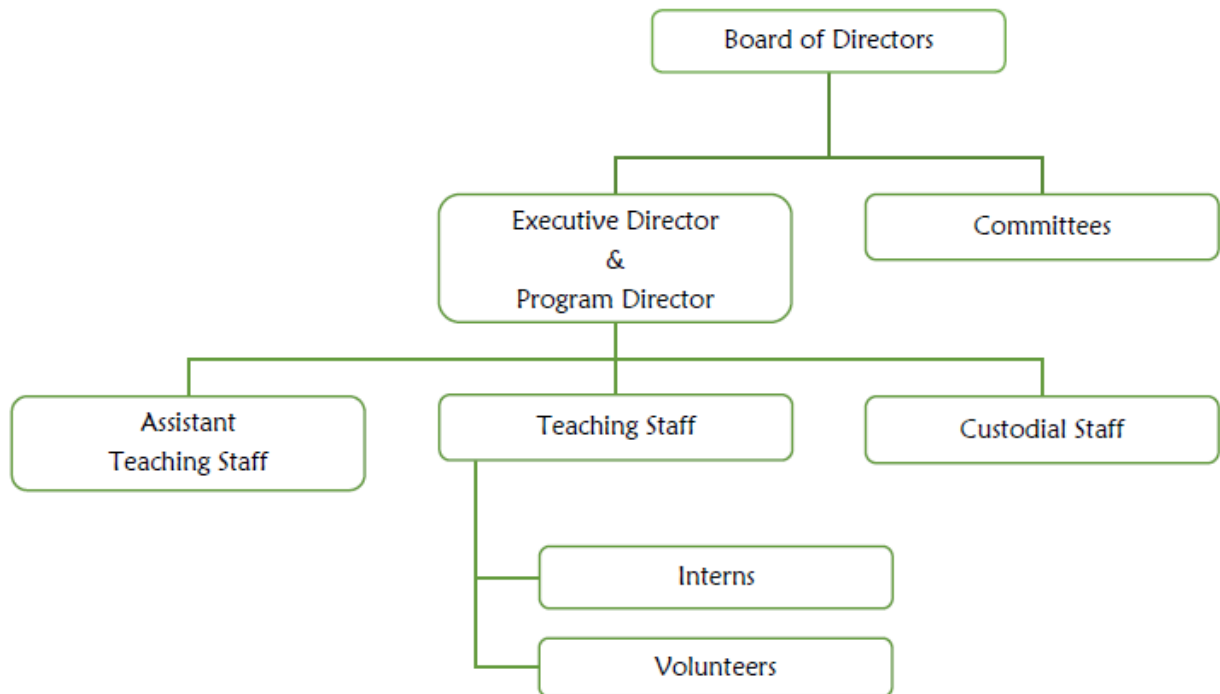
## C. CURRICULUM

CCC has a unique curriculum developed by staff over our many years of working with young children. It looks at all areas of development and incorporates every domain included in the Connecticut Early Learning and Development Standards (CT ELDS). CCC's curriculum also addresses how the environment, along with thoughtful guidance provided by teachers, nurtures and supports the growth of young children. Our [Curriculum Overview](#) can be found on our website (communitychildrenscenter.org).

## D. ORGANIZATION

CCC is a cooperative child care and education center operated by the parents. Parents of enrolled children are automatically members of the Corporation. Annually, the Corporation nominates and elects officers from its membership to serve on the Board of Directors. The Board is responsible for the administration of CCC and it is their duty to hire qualified directors and qualified teachers. The program for CCC is organized by the directors and the teachers.

### ORGANIZATION CHART



### III. POLICIES

#### A. REGISTRATION AND ENROLLMENT

A nonrefundable registration fee is required each session with your registration form. The fee is \$50.00 for the Fall (September-January), \$50.00 for the Spring (February-June) and \$10.00 per session for the summer months (July-August).

Registration is considered final and the child enrolled only when the following items are completed and received by CCC.

- 1) Registration Form is accepted with the registration fee, one for each child enrolling. A copy of this contract can be found in the Appendix.
- 2) A two week tuition deposit/security fee is received
- 3) A completed Health Form (ED 191). Each child must have a complete physical checkup by a physician and be up to date on immunizations (including an annual flu shot) or have an exemption letter signed by a doctor or a church official. The Health Form (ED 191) is provided and **MUST** be received by the first day a child is scheduled to attend CCC or that child **MAY NOT** attend. (The medical form is valid for one year from the date of the complete medical exam, and must be renewed annually.) You may find a copy of this form in the Appendix.
- 4) A completed and signed Emergency Form.
- 5) All other forms are due on or before the child's first day of attendance.

Each child enrolled at CCC has their own child file kept in the CCC office where paperwork such as registration and enrollment forms, accident/incident/injury forms, exchange reports, other assessments (e.g. ASQs), and other pertinent information are kept. The contents of these files are confidential and accessible only to the child's family, CCC's Director, and staff on an 'as needed' basis. This means that the information is shared only when necessary, usually with the staff members working most closely with that child.

Maintaining confidentiality is an important aspect of developing trust between CCC staff and each family. All staff is trained each year in confidentiality, professional conduct and the CCC code of ethics.

#### B. TUITION AND DEPOSIT

To secure your child's space in our program a deposit is required prior to the first day of attendance. The deposit is equal to one-half one month's tuition. This fee may be adjusted when you add or take away time. If the child's schedule is reduced or the child is withdrawn during a contracted session, CCC will keep the portion of the deposit equal to the income lost to CCC due to the change in schedule. The Board reserves the right to consider each case individually. The deposit can be returned to you as credit toward the last month's tuition, assuming your contract is fulfilled. Alternatively, many families choose to donate all or part of their deposit to CCC upon leaving. All donations are tax-deductible

Upon registration, each family's fees are calculated and recorded on the contract. Additionally, they are reviewed as part of the family's orientation. A parent signature is included on the orientation checklist. (see Appendix) Invoices are sent to each family monthly via email in advance of the first of the month. Payments may be made by physical check or securely by check online. Payments are due on the first day of each month and are considered late thereafter. After the 10th of the month an additional 10% may be added to the outstanding bill.

If financial considerations require parents to seek an alternative payment schedule, it is the responsibility of the parents who have not paid in full by the 10th of the month to meet with the director or board to work out a satisfactory payment plan. The alternative payment schedule will be put in writing and signed by the parents and the CCC Director.

Once the alternate written schedule is established, parents who do not comply with the written alternative payment plan are subject to dismissal by a vote at the next board meeting. Fifteen (15) days written notice will be given for dismissal.

Bounced checks must be repaid in full (plus any bank charge and the late fee, if applicable) by the end of the month.

If a family leaves CCC owing tuition, payment must be made as soon as possible, and will consist of the amount due (tuition plus the late fee) plus a 1.5% monthly service charge. After ninety (90) days pass, the outstanding bill will be handled by a collection agency or small claims court, and approximately 30% will be added to the bill for their fee.

1. SAMPLE INVOICE

Community Children's Center  
 797 Mansfield City Road  
 Storrs, CT 06268

CT lic#: 16060

# TUITION BILL

DATE	BILL #
8/31/2011	6306

CHILD	FAMILY
sample	sample

**PAID**

TERMS	DUE DATE
Balance due 1st of month	10/1/2011

DESCRIPTION	AMOUNT
Contingency fund Nino monthly tuition for 10 slots per week	
Please contact Lisa at 860-456-7171 or <a href="mailto:comm.childrens.ctr@snet.net">comm.childrens.ctr@snet.net</a> with any questions.	<b>Total</b> \$0.00

Items that may be included on your monthly bill include:

- Monthly tuition fee
- Registration fee for the session: Fall \$50.00, Spring \$50.00, Summer Sessions-\$10.00 each
- Deposit: equal to one-half month's tuition
- Snack Fee: charged when the appropriate number of snack(s) has not been provided in the previous month; or when a family chooses to pay the fee in lieu of bringing snack
- Late Payment: An additional 10% is added to the bill when tuition is not paid by the 10th of the month
- Other Fines & Fees: e.g. late pick up, or buy-out from work weekend
- Contingency Fund: \$15/month to sustain center's operating cushion.
- Alumni Fund Donation

## 2. TUITION SCALE

Tuition fees are charged monthly, per contract period. Basic rates per space range from \$28 to \$33 per child space and are prorated according to the contracted schedule. Please contact the school at 860-456-7171 for current rates.

Each child space represents a half day: 7:30–12:30 or 12:30-5:30.

Registration fees per session are: Fall (Sept.-Jan.) \$50.00  
Spring (Feb.-June) \$50.00  
2 week summer sessions \$10.00 per session

CCC participates in the Mansfield School Readiness Program which provides tuition subsidies for 3 & 4 year olds. Reduced tuition rates may be available for qualifying families. Please call Maggie Ferron at the Mansfield Town Offices (860-429-3338) or email her at [FerronMB@mansfieldct.org](mailto:FerronMB@mansfieldct.org) for more information.

Care 4 Kids is a state program that supplements working families' child care tuition. For further information please call Info Line at 211.

CCC offers a limited number of tuition discounts. If your family income is less than \$51,000 annually you may apply for a discounted rate. Please see Lisa for details.

## C. CALENDAR

CCC will be closed on the following days:\*

Labor Day  
Thanksgiving Day, and the day after  
Dec. 24 and 25, and the week between and including New Year's Day  
Martin Luther King Day (for staff set up)  
Presidents' Day  
Memorial Day  
Independence Day (July 4th)  
For several days between the spring & summer and summer & fall sessions, for staff set-up

*\*Or any federal holidays corresponding to these holidays if they fall on a Saturday or Sunday.*

CCC will be open on the following holidays:

Columbus Day  
Veterans Day  
Lincoln's Birthday  
Good Friday

See the annual calendar, posted on our website ([communitychildrenscenter.org](http://communitychildrenscenter.org)) or in the hallway for specific dates.

Make-ups are not credited for school holidays.



## D. ACCLIMATING TO LIFE AT CCC

For many of the children who attend CCC it is their first exposure to group care. We, along with the parents, wish to make each child's transition into our care as comfortable as possible. Our expectation is that one parent will be able to stay here with their child as needed to help him/her acclimate to life at CCC. For some children this means several days of visiting for an hour or two during playtime with a parent present. For other children, one visit followed by a short day or two of care works well. If there is a variation on these ideas that you think would be good for your child, we will be happy to work it out with you. Our aim is to become known to you and your child to increase the probability of their ease and comfort during their time here.

Another idea that has worked well is to bring a picture of your family (that is not precious to you) to keep in your child's cubby to be available to your child as wanted. We also sometimes create a display in the Nino room of family (and pet) pictures for the kids to enjoy and talk about.

If you wish to share a family tradition or a special story, song, or talent with us or help with various projects, please feel free to speak to a staff member and together we'll plan a time that works for everyone.

## E. ARRIVAL AND DEPARTURE

Upon arrival please take your child to his/her room and have him/her put his/her possessions in his/her assigned cubby. Lunches go on the Lunchbox Shelf in each classroom (near the kitchen door in the Huggler room, and near the main entrance of the Nino room). Then accompany your child to a child-sized sink in the classroom and supervise or help them to wash their hands. Anything that you would like the teachers to be aware of (i.e. child's lack of sleep, pet died, etc.) please note in the Daily Log or CCC Kid's Log in the hallway. (The Daily Log book is also good for announcing to all staff changes in schedule, to ask staff to be on the lookout for lost items, etc.) Remember to sign in on the attendance sheet in the hallway and make sure the teacher is aware that you and your child have arrived.

If your child is scheduled for the afternoon session only and arrives prior to 12:30, the person who brings the child must stay with him/her until 12:30. Depending on the needs and/or circumstances of the morning group, you and your child may be asked to wait to join the group until 12:30.

Children may be picked up any time during the session they are scheduled for (7:30 AM to 12:30 PM and/or 12:30 PM to 5:30 PM). It is important to sign out on the attendance sheet and to let teachers know that you are taking your child. If anyone other than you (the parents) are picking up your child, you must tell a staff member and also write the person's name and the approximate time they will be coming in the Daily Log for that day. It's helpful if you bring the pick-up person to meet us prior to pickup or at least describe them physically and be sure your child knows them. A person unknown to CCC staff will be asked to present photo identification, and it is usually helpful if you let them know that this will happen.

CCC opens its doors for children at 7:30 each morning. Often a teacher may be here earlier than that taking a few moments of personal time before starting a busy day. Please respect this time and when you come in at 7:30 we'll be ready to greet you.

At the closing end of the day it is very important to remember that the school closes at 5:30. We encourage families who want to have a few moments here with their kids and the teachers to come at 5:15 or 20 (12:15 for a morning pick up) so that you can comfortably be ready to leave CCC by 5:30 (or 12:30). Teachers may choose to spend a few extra minutes in the classroom at the end of the day to wrap up and to prepare for the next day. Please respect this time, and if you choose to spend some time with other families after closing time, please remember to do so outdoors. We encourage you to make use of our picnic table and lovely meadow out front.

Children should be picked up promptly by the end of the session, at 12:30 PM or 5:30 PM. At least two staff members must be here whenever a child is present. If for some reason you will be delayed, please contact CCC and let us know. A late charge will be included on your next bill.

### LATE CHARGES

1-5 minutes: \$ 5.00

6-15 minutes: \$ 10.00

16-30 minutes: \$20.00

If a child is not picked up promptly by the end of their session the staff will make every attempt to reach the parents at their home and business numbers. If the parents cannot be reached the person(s) listed on the Emergency Form will be called and asked to pick up the child. CCC staff will also call the town and state police and request possible information regarding parents' whereabouts. If a child is not picked up after 30 minutes from the closing of the session and no parent, guardian, or emergency form contact can be reached, the Director will be called. The Department of Children and Families may be called, and the child may be placed in the custody of DCF.

If a parent is continually late in picking up their child, the Board of Directors will be informed by the Director in writing of the violations (dates and time of pickup) and appropriate action will be taken.

## F. ATTENDANCE, HEALTH AND SAFETY

**Our Health Policy is designed to provide a healthy environment for the children in our care as well as for our employees.** CCC strives to control the spread of illness to the extent possible by ensuring that neither children nor staff are needlessly exposed to illness. To ensure a healthy group care environment a partnership between parents and staff is necessary. Staff practice proper handwashing and equipment sanitation to minimize the spread of illness in the classroom and are alert to the symptoms of illness. **Parents play a key role in maintaining a healthy environment by 1) incorporating child handwashing into their arrival routine, and by 2) keeping their child home when the child's health is questionable.**

Additionally, CCC staff is trained in and practices universal precautions. Barriers are used to prevent contact with bodily fluids (e.g. blood, vomit, urine, feces). In our first aid practices and whenever necessary, staff members wear gloves, and blood gets a bandaid (while superficial scratches do not).

CCC staff do not apply antibiotic ointment without a medication authorization form signed by both the doctor and the parent (please see F.6. MEDICATIONS). If you apply antibiotic ointment to your child prior to coming to CCC, please help ensure the ointment stays in place by covering it with a bandage. Also, please keep in mind that covering any broken skin will help prevent the introduction of germs to your child, helping to prevent infection and maintaining overall good health in the classroom. Your efforts at home to support streamlined good health and hygiene practices at school are very much appreciated.

### 1. ILLNESS / ABSENCES

All children are required to have a current Health Record Form (ED 191: see appendix) on file before admission to CCC. An annual physical and updated Health Record Form is required.

For the protection of your child and all the other children at CCC, we ask you to keep your child home if any of the following symptoms appear:

- 1) A temperature of 100.5 degrees or above and/or symptoms such as lethargy or irritability, excessive tiredness, persistent coughing, persistent crying, difficulty breathing, headache, vomiting, etc. **Children must be fever free without the aid of fever reducing meds for 24 hours before returning to CCC.**
- 2) Diarrhea that cannot be contained in diaper or toilet.  
Diarrhea accompanied by abdominal pain.  
Diarrhea of more than 5 days duration must be evaluated by a physician to determine the cause.
- 3) Vomiting within 24 hours (does not include spitting up).
- 4) Discharge from the ears.
- 5) Sore throat: A throat culture should be done on children with persistent sore throats.
- 6) Head lice: Parents of children with head lice infestation will be asked to bring their child home and apply treatment immediately, because it is extremely contagious. **Child can return after treatment and when nit free.**
- 7) Encrusted sores or oozy blisters (impetigo). Must be on antibiotics for 24 hours or sores must be no longer blistering, oozing or crusting.
- 8) Parents should seek the guidance of a physician for appropriate care if a child is experiencing **discharge from the eyes**. In the case of Ninos, this guidance must be sought prior to continued attendance, and Ninos may not attend CCC with untreated, actively gooping eyes (i.e. thick, colored discharge).

**A child's attendance at CCC is based on the symptoms a child is showing and especially on how the child is acting. A child who is unable to participate in normal group activities, including outdoor play, should stay home or will be sent home. A child who requires a greater care need than staff can provide without compromising the health and safety of the other children in the group will be sent home. Although a mildly ill child may seem well enough at home, that same child may not be able to handle the stimulation of the group care setting and will be sent home.**

Whenever a child's health is questionable, the parents will be called to be given a 'heads up' that the child may need to be sent home. Parents will be called if a child becomes ill during school. A child should be picked up within one hour of receiving a call from the center. Emergency contacts will be called if parents cannot be reached or have not arrived within an hour.

If the child is vomiting or seems contagious a cot may be set up for the child in an area of the classroom away from other children or in the director's office and a staff member will be present to attend to the child.

Parents should notify CCC staff immediately if a child has been diagnosed as having any communicable disease.

If your child is sick, please call CCC by 8:30 AM (or 11:30 AM for the afternoon session) in order to be eligible for makeup time. Make-ups will NOT be credited if a parent has not called the center on or before the day the child is out.

## **2. MAKE-UPS/EXTRA DAYS**

Parents may request a make-up day when their child does not attend on a regularly scheduled day. It is the parents' responsibility to notify CCC staff that the child will not attend that day. Make-up 'credits' for a missed day will only be given if the parent has notified the Center by 8:30 AM the day of the absence (11:30 for afternoon session). This is a courtesy to our staff and to other parents who may be waiting to use a make-up.

Make-ups accrue during and may only be used in the academic year (September through June) in which they were earned. Make-ups are NOT guaranteed, and will be given only if the staff or Director feels that the staffing level is sufficient and other circumstances are favorable for a child to attend who is normally not scheduled for that day or slot. The decision to grant a make-up is generally made no more than a week in advance.

Make-ups may not be 'banked'. A child may not accrue or use more than ten (10) make-up slots (half-days) per academic year (September through June) or two (2) per summer (July through August). Make-ups may only be used if a child is currently registered. Extra slots may be purchased as available at a per slot rate. Extra slots will not be given as make up credits in advance of an absence. The Board and the directors reserve the right to consider individual cases.

## **3. HANDWASHING**

Children must wash their hands upon arrival at CCC, after toileting, before eating any snack or lunch, before preparing any food, after touching a pet, after outdoor play, after contact with bodily fluids, when moving from one group to another (e.g. visiting), and when visibly dirty. We ask that parents incorporate handwashing with their child into their arrival routine. Please use the child-height sinks in the classrooms. Our handwashing practice is designed to reduce our germ pool and encourage a healthy environment.

## **4. AIDS RELATED HEALTH POLICY AND STATEMENT**

At CCC, we believe that all children should be admitted to child care if their health, neurological development, behavior, and immune status are appropriate. It is the hope of the staff and the board that if your child has special needs you will find it in everyone's best interest to disclose this information to the director. Confidentiality in such matters will always be respected.

Most children with HIV infection should be allowed to attend school in an unrestricted manner with the approval of their personal physician. However, some children may pose a greater risk or be more susceptible than others. Children who exhibit a serious lack of control of their body secretions, who display biting behavior, drooling, put toys in their mouth, or have open skin sores that cannot be covered should be reported to the Director. These children may be considered for exclusion, either temporarily or permanently.

A team of three will decide whether a child should be admitted/retained. The committee will consist of the director, the child's physician and the school's medical consultant.

## **5. MEDICAL EMERGENCY**

In the event of minor accidents and injuries, first aid will be administered by a staff member, and an Accident/Illness/Incident Report will be placed in your mailbox.

In the event a serious injury occurs an attempt will be made to contact the child's parents immediately. If the staff is unable to reach a parent, they will contact the family's physician as indicated on the Emergency Form and will follow her instructions. If CCC staff is unable to reach either parent or the family's physician, they will make whatever arrangements are necessary, including consulting with CCC's medical consultant and/or calling 911 and having the child evaluated by emergency personnel and transported to Windham Hospital or other appropriate treatment facility if warranted. In the case of a child being transported to a medical facility, a CCC staff member will remain with the child until a parent, guardian, or other parent-authorized person arrives. If the child is transported by ambulance it will be the parents' responsibility to cover the expense.

## **6. MEDICATIONS**

Please hand your child's prescription medicines, along with the appropriate paperwork, to the teacher in your child's classroom who is currently certified to administer medications (this information is available upon inquiry). Teachers at CCC may administer medications, prescription or non-prescription, to a specific child only if we have a medication authorization form signed by the doctor and the parent. Medications must be in their original containers and labeled with the child's name, the name of the medication, directions for administering (dosage), and side effects. Medications shall be kept in a locked box, labeled medications, in the refrigerator or in the first aid cupboard. A medication administration form shall be posted for each child receiving medication, with all information written in ink. Completed forms shall be filed in the child's school file. All unused medications shall be returned to the parent within 7 days or flushed into the septic system.

## 7. FORMS and TOPICAL MEDICATIONS

Please be sure to make changes on our forms at CCC when changes occur: parents change jobs, phone numbers change, emergency contact person changes, etc.

We also have available topical medication forms (for sunscreen, bug repellent, and diaper creams) and a tick removal form. Topical medications are applied only with this written parent/guardian permission. These forms are completed as needed. Please note that we have some additional guidelines that we must follow in regards to sunscreen/sunblock and insect repellents:

- Sunscreen/sunblock must be PABA free and have UVA and UVB protection of SPF 15 or higher.
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used.

Forms are available on our website: [communitychildrenscenter.org](http://communitychildrenscenter.org)

## G. DISCIPLINE/BEHAVIORAL ISSUES

### 1. ACCEPTED AND PROHIBITED DISCIPLINARY METHODS

#### ACCEPTED

"I" statements: ("I see you're crying, I wonder why...")

Positive interaction/statements focusing on what we'd like the child to do, not on what the child shouldn't do

Setting clear limits

Role modeling

Verbal discussion of acceptable and unacceptable behavior

Vocalization of feelings by those involved

Redirection to another activity

Consequences and choices given

Physical removal to another area for safety reasons

#### PROHIBITED

Corporal Punishment

Withholding or Threatening to Withhold Food

Total Isolation

Threats, Guilt, Shaming, Teasing, Fear

The use of phrases such as, "You're a bad boy."

A positive effort is made to guide the children through their day at CCC. A child who does not follow directions is verbally reminded of the correct/accepted behavior. A child who continues to disregard the directions or poses any danger to another person is removed from the situation. This is done by walking the child to another area and discussing the situation. Occasionally, a child may be told to sit by the "cubbies," which are located within the classroom, for a few minutes until ready to join the activities again. Hitting, biting or yelling is not allowed by anyone.

If a child's behavior or any other individual situation is a persistent source of concern to CCC staff, we may ask the parents to meet for a conference. At this time the concern will be identified. Documented observations will be shared. CCC staff may also request the parents' permission to have an outside consultant come and observe the child and the situation. The goal in mind is to work together to look for strategies toward maintaining an emotionally healthy and physically safe environment for the child in question and for all the participants in CCC's program. If the combined efforts of CCC staff and the children's parents are not successful in resolving the situation to the satisfaction of the directors or the Board, or if the parents do not cooperate, CCC can ask for a change of service. In that case, the parents will be given two weeks' notice to make alternate arrangements for childcare. After the two week period, the child will no longer be enrolled at CCC, and the registration will be terminated.

### 2. REFERRALS AND SPECIAL NEEDS

If a teacher or parent feels that a child may be in need of screening or services beyond what is offered at CCC, an exchange may be arranged to discuss these concerns and arrange for appropriate referrals. Referrals may include but are not limited to evaluation by Birth-to-Three or public school providers, or classroom observation by outside consultants (e.g., the Early Childhood Consultation Partnership). An information release form is completed if needed. If a child is in need of services, CCC staff work with each family and service provider to implement the child's Individualized Education Plan (IEP).

We can also refer families for help with securing medical insurance (including HUSKY), a medical home, on-going

well-child care, immunizations, and health, dental, and nutritional screenings when needed. Please feel free to speak with one of the directors, or your child's teacher if you have questions about this or need any help.

2-1-1, Connecticut's Infoline, is a great resource for both parents and staff alike, whether reached by telephone (211) or researched online (<http://www.211ct.org/>).

Parents' concerns are kept confidential and are communicated to staff on an 'as needed' basis. This means that the information is shared only when necessary, usually with the staff members working most closely with that child. Maintaining confidentiality is an important aspect of developing trust between CCC staff and each family. All staff is trained each year in confidentiality, professional conduct and the CCC code of ethics.

## H. CLOTHING AND OTHER BELONGINGS

Children should wear comfortable, washable clothes. Please send your child in every-day, non-precious, washable clothing as they will most likely get messy during their day. Despite label claims of washability, families report to us that some paints and markers do not wash out completely. Please send your child in non-precious play clothes. As outdoor activities are an important part of our daily program, please dress your child adequately for outdoor play during all seasons of the year. We do go outside in rain (when it's not pouring) and in snowy weather. Boots and rubbers should be large enough for the child to attempt to put them on, and should be left at CCC for rainy/snowy days.

In case of soiled clothing or spills we ask that parents provide; at least ONE complete change of clothing for Hugglers and TWO complete changes of clothing for Ninos. When wet or soiled clothes are sent home, PLEASE return an extra set on the next day your child attends CCC.

Please check your child's extra clothes cubby periodically for seasonal, well-fitting clothes. All clothing, including boots and shoes, should be clearly labeled. A SHARPIE pen/permanent marker works great! (CCC has Sharpie pens.)

If your child is scheduled to attend CCC in the afternoon session, please send a small blanket and a flat sheet for rest periods. A small, child sized pillow is OK if it fits comfortably in the nap cubby. All bedding must be labeled with your child's name in large letters and brought home weekly to be washed. (See Rest Periods)

Generally, toys from home are discouraged as regular play items at CCC. However, if it is useful for your child, a small, quiet transitional item can be brought and kept in the cubby and used at naptime and/or group time. If so, please talk with your child's teacher to determine what will work best for your child within the context of the group.

## I. FOOD

### 1. SNACK

All families have a monthly snack requirement; you may choose to provide snacks or to be invoiced. Snacks are served twice a day. Children must wash their hands before eating any snack or lunch. A snack calendar is posted in the kitchen for parents to sign up. Please take the time at the beginning of every month to sign yourself up for a day. This way we can anticipate having supplies incoming and also track snack fee billing more accurately.

When you sign up for snack, please fill in the beginning of the month first. When you bring your snack in, please note what you brought in on the calendar in your space. This way we won't have watermelon or rice cakes every day for a week, and it will also help to keep track of who brought in snack for the month. If the snack calendar is full, sign on an extra space and ask a teacher what you can bring in for "extras". These snacks will be used for emergencies.

The snack policy is based on the number of spaces your child(ren) attend CCC. Parents are responsible for providing enough food per snack to serve approximately 26 children. Appropriate serving sizes for the age groups we serve can be found in the appendix. Feel free to refer to it, or speak with your child's teacher or the director, if you need help estimating the amount of food to bring. Alternately, you can choose to pay a snack fee each month. Snack fees are used to purchase food or specialty items as needed. If you sign up to bring in snack and forget, you will be charged accordingly on the following month's tuition bill.

The Snack Policy is as follows:

SPACES PER WEEK	NUMBER OF SNACKS	OR	SNACK FEE
3 TO 6	1	OR	\$15.00
7 TO 10	2	OR	\$30.00
11 TO 15	3	OR	\$45.00

A legitimate snack consists of food from TWO different food groups. A basic guideline is to bring some nutritious foods that your child likes – we welcome family favorites! More ideas for what to bring are posted in the kitchen, and a copy of this posting can be found in the appendix.

Please note that we like to reserve sweet foods for special celebrations and not serve them on a daily basis, and that the only drink we serve is water (so we ask that you do not bring juice, milk, or any other beverage).

If you choose to bake an item for snack, please send in a listing of the ingredients. A child with a food allergy may be in attendance and we may need to monitor snack more closely. **Occasionally CCC will ask for family support in responding to the needs of specific children in our care (for example, snack or a classroom may become ‘nut-free,’ or children may be requested to wash their hands after eating peanut butter). Please see your child’s teacher or the director to know more about CCC’s current requests or requirements, as they may change from time to time.**

## 2. LUNCH

A nutritious lunch should be sent from home, including a drink and cup, if needed. Lunches should be prepared to eat with little assistance required from the staff. Please do not send lollipops, other hard candies, popcorn, or whole grapes (halved grapes are fine). Lunches are stored in the classrooms. Please include an icepack in a thermal lunchbox as refrigeration of lunches is not provided. Drinks can be stored in marked bins on the refrigerator door (Hugglers) or in the classroom refrigerator (Ninos) as needed. A non-breakable thermos may be used for warm lunches as heating of food is not provided. Please do not send glass containers. Uneaten lunch foods are returned to lunch boxes so that families can observe what and how much food was eaten. Uneaten lunch foods are also ‘revisited’ in the afternoon as the child wishes.

## 3. SPECIAL OCCASIONS

CCC wants to celebrate important events with your child. This can be done with a special snack, activity or simple party favors. Printed or special colored party napkins, paper plates or cups are a very easy way to make a birthday snack a special occasion for the children. Please let your child’s teachers know in advance.

## J. REST PERIODS

Nap time or rest time is after lunch. If your child is scheduled to attend CCC in the afternoon session, then he/she will need a sheet and blanket to use on his/her cot. All children attending an afternoon session will spend a quiet rest time on a cot, generally at least one hour.

Parents typically supply their child with a blanket and/or small pillow for nap time, but remember, these items must be stored. Large overstuffed pillows and blankets cannot be accommodated because they take up too much space and generally fall out of the cubbies!! Label all items clearly with your child’s name. All bedding must be brought home to be washed weekly.

Please feel free to bring one special quiet "friend" for your child at nap time.

## K. FIELD TRIPS

The curriculum within each room is expanded through field trips during the year. Examples of trips we have taken are: museums, farms, grocery stores, libraries. Teachers will post field trip information by the doorway of the room. Your permission and your child’s car seat are required for your child to participate. Your support is needed to make field trips a success, as we rely on families for transportation and additional supervision. Many families enjoy this opportunity to help out and see the children and their teachers “in action.”

In the case of a child with special needs, the family and staff will agree on the level of supervision required for the child to participate and work together to set it up.

Staff pack the following supplies to bring on the field trip: cell phone, first aid kit, any emergency meds prescribed for participating children, emergency forms, diapers & wipes (as needed), and drinking water.

Nature walks are taken in the vicinity of CCC and are sometimes planned on the spur of the moment.

Careful vigilance in combination with the greatly increased adult supervision makes it unlikely that a child would be able to leave the CCC group unnoticed during a field trip. If this ever were to happen, however, the following policy is in place. We would designate at least one person to search the immediate area, maintaining proper supervision with the group. After a thorough sweep of the immediate area, at least one person will continue searching in a broader area, while another staff member calls 911 for assistance. Parents of the missing child will be called as soon as possible after emergency help has been notified. An incident report is given to the parent and the parent is always called, even if the child is found before emergency assistance is sought.

## **L. WORK WEEKENDS**

Two work weekends are scheduled a year, in the fall and spring. A list of tasks to be completed is compiled by the staff with parent input. Parents organize the weekends, sign up for jobs, and decide if major projects are to be taken on, for example, building playground structures. Parents work together, get to know each other and generally have a good time. Many times parents will bring their children to help during work weekends, and it is always fun to hear the comments on the next day of school as children point out to each other whose parents did what.

Any charges for materials required to complete a given project must be authorized in advance by the Director in order to be paid by CCC. Some jobs do not have to be done at CCC, i.e. sewing, washing clothes, etc. and can be taken home to complete. Parents who cannot or choose not to participate in the work weekend will be assessed a \$100.00 fee.

## **M. VISITING**

Custodial parents/legal guardians of children who attend CCC are welcome to stop by at the center at any time. In considering visiting their child mid-day, we simply ask that parents be thoughtful about if an extra 'goodbye' to a parent would be upsetting to their child.

If you wish to share a family tradition or a special story, song, or talent with us or help with various projects, please feel free to speak to a staff member and together we'll plan a time that works for everyone.

However, in cases of custody and divorce, CCC will not serve as a visitation site. We can play a very positive role in terms of stability for children going through these stresses by being a predictable and safe site.

## **N. CONFERENCES/EXCHANGES**

Teachers conduct individual conferences, called "exchanges," with the families of each child twice a year, in the late Fall and late Spring. The word exchange is used because these discussions are a sharing of information between teachers and families, including each child's interests, needs and developmental progress at home and at school. Conferences can also be arranged any other time a parent or teacher feels there is a need. Translators are available upon request.

To prepare for an exchange, teachers take into account the results of developmental screenings in conjunction with observations, meeting discussions and notes, the CT ELDS, and benchmark checklists. In structure of our narrative "exchange report" is aligned with the CT ELDS. This structure prompts teachers to fully consider each aspect of a child's development and provides an organized way to share that information with families. Teachers and parents discuss the child's development at CCC during the exchange, and the family's ideas and concerns and any plans of action are noted on the report at that time. A copy of the exchange report is available to parents after the exchange, and the original is kept in the child's file at CCC.

Parents' concerns are kept confidential and are communicated to staff on an 'as needed' basis. This means that the information is shared only when necessary, usually with the staff members working most closely with that child. Maintaining confidentiality is an important aspect of developing trust between CCC staff and each family. All staff is trained each year in confidentiality, professional conduct and the CCC code of ethics.

Parents of Ninos who will turn 3 should plan to have a conference to discuss with the teachers how and when CCC will transition their child to the Hugglers' group. "Flying up" is not automatic upon the third birthday, and parents and teachers must consult to make this transition easiest for the child and all concerned. Generally, transition to the Hugglers' group is during the summer for children who are 3 by June or in the fall for children who are 2 yrs & 8 months by September 1.

## **O. PARENT/STAFF CONCERNS**

If parents are concerned about their child's experiences at CCC, or with the curriculum in the room, they are requested to speak directly to their child's teacher. Parents are requested to state concerns clearly, in a calm and

considerate way. If the parents do not feel that the issue was resolved, the next step is to speak with the director. If parents are still not satisfied, they can then bring the matter to the Board of Directors. Parents can approach one of their room representatives or any board member and a meeting will be scheduled, or they can attend the monthly board meeting and bring up the issue(s).

If any individual situation or interaction is a source of concern to CCC staff, staff may contact parents in person, via email or phone, or ask for a conference. Staff will identify concerns clearly, in a calm and considerate way. The goal in mind is to work together to look for solutions that maintain an emotionally healthy and physically safe environment for *all* CCC members: children, their families, and staff. Translators or other supports may be used to ensure that we are problem-solving together with families in a language that everyone can understand. If a teacher does not feel that the issue was resolved, the directors may be consulted. The directors can be available for individual conferences or in-depth conversations with either staff or families. If the combined efforts of CCC staff and the children's parents are not successful in resolving a situation to the satisfaction of all involved, then a family member, staff person, or administrator may choose to consult the Board, maintaining confidentiality.

If parents choose not to cooperate or do not maintain a willingness to seek a solution, CCC can ask for a change of service. In that case, the parents will be given two weeks' notice to make alternate arrangements for childcare. After the two week period, the child will no longer be enrolled at CCC, and the registration will be terminated.

#### **P. CHILD ABUSE and NEGLECT**

As child care providers, the staff at CCC is required by the State of Connecticut to report to the Department of Children and Families (DCF) if child abuse or neglect or risk of child abuse or neglect is suspected. Failure to report may result in a fine of \$500 to \$2,500. The reason for the mandate is to interrupt the cycle of abuse and to help the child and family to receive the services they need.

CCC's "Child Abuse and Neglect Policy," which is located in the staff room, is available to parents and staff at any time. A copy can be printed upon request.



## Q. KEEPING CURRENT: COMMUNICATION

### 1. BULLETIN BOARDS

Our bulletin boards are our most important communication centers! Look here for CCC news and for general community items of interest, which may include parent education opportunities, family-friendly social events, and happenings at the Mansfield Public Library. You can find our bulletin boards in the hallway, outside the office door and adjacent to the adult bathroom. Notices are also posted on the front door and emailed to families as appropriate.

### 2. MAILBOXES

Each family is assigned a mailbox, located in the office. **Check yours daily** for tuition bills, accident reports, and notes from teachers, parent, and the director. You may also find distributions from the Mansfield Community Center (including information about obtaining a GED, as well as other adult education and job training opportunities) and the Town of Mansfield (such as the quarterly Family Fun Sheet which has offerings from the Mansfield Public Library, including opportunities for interactive family literacy activities).

### 3. NEWSLETTER

The Newsletter is another source of information to keep families up to date. It is published as needed by the teaching staff. Included in the letter are: highlights of what is happening in the classroom, reminders for parents, events that are taking place and upcoming events at CCC, and any newsworthy items from parents.

Board minutes are sent electronically to all CCC families who have shared their email contact info. Minutes may include financial, director, and room reports from the teachers, as well as any new business that arises at the meeting. A copy of the minutes is also posted in the hallway on the CCC News board.

### 4. LOG BOOKS

The LOG BOOK is located in the hall way. Each day CCC staff will write information in the LOG BOOK about absences, late arrivals or early departures, and make ups. The LOG BOOK is the best place to notify CCC staff about missing items, plans for CCC birthday celebrations, or anything else that would be good for the entire staff to know about. **THINGS WE WOULD LIKE TO KNOW ABOUT:** Any unusual eating, sleeping, or other behaviors that might affect your child's day here. Also, any changes at home such as parents' travel or schedule changes, family visitors, events with family pets, etc. In other words, anything that could possibly be on your child's mind to affect his/her day.

For any communications that you prefer to have less public please use the CCC KIDS LOG, located on the shelf below. It is designed so that parents can have a confidential space to share written information with teachers only. Please respect its use and access your child's section only.

### 5. CCC LIBRARY SIGN-OUT BOOK

The Library Sign out book is located in the hallway. If you or your child would like to borrow a book from a CCC classroom overnight, please sign the book out and check it off upon return.

We also have a variety of books on early childhood education, parenting, and other related topics for adults in the staff/conference room. If you are interested in borrowing one of these, please talk to a staff member and sign it out on the appropriate sheet on the side of the bookshelf.

### 6. OFFICE HOURS BY PHONE or EMAIL

For convenient and relaxed communication with our teachers away from children's ears, email anytime or call 860.456.7171, Monday through Friday between 1:30 and 3:00 pm, to talk or to set up another time for a phone conversation.

Ninos: [ninoteachers@communitychildrenscenter.org](mailto:ninoteachers@communitychildrenscenter.org)  
Hugglers: [hugglerteachers@communitychildrenscenter.org](mailto:hugglerteachers@communitychildrenscenter.org)

For general communications, questions, or concerns, email the directors:  
[director@communitychildrenscenter.org](mailto:director@communitychildrenscenter.org).

## IV. PROGRAM

### A. DESCRIPTION

Children ages 18 months to approximately 3 years find their place in the Ninos Room and ages 3 years to Kindergarten in the Huggler Room. These divisions reflect the differing requirements of a child's development. Parents of Ninos who will turn 3 have an opportunity to discuss with the teachers how and when their child will transition into the Hugglers' group. In early springtime, families with 'potential' Hugglers are invited to a Huggler orientation evening to meet the teachers and become familiar with the Huggler culture and environment. "Flying up" is not automatic upon the third birthday, and parents and teachers consult to make this transition easiest for the child and all concerned. Generally, transition to the Hugglers' group is during the summer for children who are 3 by June or in the fall for children who are 2 yrs & 8 months by September 1. Being toilet trained is not a requirement to enroll or participate in any part of our program.

There are many occasions for interaction among children of all ages. Each program at CCC will give children a wide range of individual and group experiences, grounded in CCC's progressive curriculum, aligned with the CT ELDS. Activities at every stage include experiences which encourage individual creativity and foster independence. Doing things together also forms a major part of our daily program with emphasis on participation and the development of social competence.

A child's day at CCC might typically involve work on creative experiences such as painting, drawing and writing, block building and dramatic play; outdoor play; cleanup; meal time; stories; and an afternoon rest period followed by more activities. The CCC Curriculum offers a more in-depth view of a child's life at CCC.

We play outside just about everyday. The exceptions are heavy rains, poor air quality, uncomfortable wind chill and extreme cold (under 15°F). We also monitor the kids' comfort and provide lots of water to drink and to play in on very hot days.

The children's play takes place under the guidance of highly trained staff members, who also have a real concern for children and knowledge of their development. There is always a caring adult that a child can turn to for individual attention, guidance, reassurance or a hug.

When the time comes, we can also help with your child's natural transition out of CCC. Huggler teachers will be available to talk with you about your child's next big step out into the world at a Spring Parent-Teacher Exchange. There are many educational options available locally. CCC maintains a resource file of area schools and educational groups available to families electronically or in print. In our classroom library we have descriptive Kindergarten 'Big Books' (with photos and basic information) from each of the area public school programs that will be easily accessible to the children. We will distribute public school screenings and registration schedules to families and, with parent permission, will offer anticipated students' names and contact information to the public schools for timely outreach from them. Additionally, each year, the town of Mansfield's School Readiness liaison works with us to coordinate collaboration between our school readiness staff and the local public school kindergarten staff: Kindergarten teachers may visit and observe our classroom in the Spring, and Huggler teachers may visit their classrooms in the Fall. We encourage families to let us know if there are any other ways in which we can support you as you approach this exciting time in your child's life, just as we work to support you through all of your child's milestones and everyday adventures while at CCC.

## B. DAILY SCHEDULE

A general outline of the flow of daily activities is shown. Teachers try to be somewhat flexible to the particular events in the classrooms each day.

### Huggler Schedule

7:30-9:00	<ul style="list-style-type: none"><li>● Children arriving</li><li>● Free play in Nino room with Ninos until 8:00</li></ul>
8:00-9:00	<ul style="list-style-type: none"><li>● Free play in Huggler room</li></ul>
9:00-9:15	<ul style="list-style-type: none"><li>● Clean-up time</li></ul>
9:15-9:45	<ul style="list-style-type: none"><li>● Group or Story time</li><li>● Morning Snack</li><li>● Getting ready for outside</li></ul>
9:45-10:30	<ul style="list-style-type: none"><li>● Outside play</li></ul>
10:30-10:45	<ul style="list-style-type: none"><li>● Group or Story time</li></ul>
10:45-11:30	<ul style="list-style-type: none"><li>● Inside free play</li></ul>
11:30-11:45	<ul style="list-style-type: none"><li>● Clean up time</li><li>● Group or Story time</li></ul>
11:45-12:30	<ul style="list-style-type: none"><li>● Lunch</li></ul>
12:30	<ul style="list-style-type: none"><li>● Morning kids go home</li><li>● Afternoon kids arrive</li></ul>
12:30-1:00	<ul style="list-style-type: none"><li>● Free play, inside or outside</li></ul>
1:00-1:15	<ul style="list-style-type: none"><li>● Clean-up time</li></ul>
1:15-2:30	<ul style="list-style-type: none"><li>● Rest time</li></ul>
2:30-3:30	<ul style="list-style-type: none"><li>● Afternoon snack</li><li>● Kids who slept gradually getting up</li><li>● Diapering if needed</li></ul>
3:30-4:30 (3:15-4:15 in winter)	<ul style="list-style-type: none"><li>● Outside play</li></ul>
4:30-4:45	<ul style="list-style-type: none"><li>● Group or Story time</li></ul>
4:45-5:30	<ul style="list-style-type: none"><li>● Parents arriving</li><li>● Inside play with two or three things “open” for play</li></ul>

This is an outline. Times indicated are approximate, and vary with each class group. For example: Nino naps start earlier; and outdoor playtimes are staggered so that Nino and Hugglers use the play yard at different times. Each classroom has a specific, current schedule posted.

Children must wash their hands upon arrival at CCC, after toileting, before eating any snack or lunch, before preparing any food, after touching a pet, after outdoor play, after contact with bodily fluids, when moving from one group to another (e.g. visiting), and when visibly dirty.

## C. EMERGENCY PROCEDURES

In the case of the Director's absence from the site: the Teacher with the most seniority will be the main decision maker, with other teaching staff and the Board Chair available as backup.

### 1. INCLEMENT WEATHER

The decision to open late or close CCC for the day in the event of inclement weather will be made by the Mansfield public schools. If the Mansfield schools open late, CCC will as well, following the same pattern (90 minute delay means CCC will open at 9, etc). If they have early dismissal, CCC will close at 12:30. If they close for the day, CCC will too. Parents should make alternative arrangements in advance!! Make-ups are not credited for snow days or any other emergency closings.

Local radio and cable channels carry school closings or delays. Families may also set up email and text alerts through local channels.

If questionable weather occurs during Mansfield school vacations, CCC follows UConn's decision to close or delay.

### 2. POWER OUTAGES

CCC has a generator that is wired to turn on immediately in the event of a power outage. This is intended to keep CCC open with center operations running smoothly for up to several days.

In the event that the generator malfunctions, we will not be able to run the water or flush the toilets, and CCC will be required to close. Parents will be notified of the possibility of an early closing and CCC's status if the power company indicates CCC will be without power for longer than a half an hour. Make-ups are not credited for snow days or any other emergency closings.

### 3. EMERGENCY CLOSING

In the event of an emergency due to weather, fire, or any other emergency circumstance, the teacher or director will determine whether to close or evacuate the center and do so if necessary. In the case where evacuation is necessary, children will be taken to the picnic tables in the yard. If an alternate shelter becomes necessary, the staff will walk the children to a trusted neighbor's home. Teachers will call parents. If no parent or guardian can be reached the alternate contact people on the Emergency Form will be called. The director or teacher will stay with each child until s/he is picked up.

In the event of a weather situation such as a tornado or hurricane, the director will notify the parents of closing and advise parents to pick up their children if there is enough time to do so safely.

In the event of a tornado or hurricane where the director judges that it is safest to keep the children at the center, teachers will gather the children in the office and kitchen with cushions and comforting objects, books, audio tapes and flashlights.

Emergency procedures have been posted in the hallway outside the kitchen, and staff has been assigned to take attendance sheets, phone lists, to check for children, and to close the building. The Civil Preparedness Director and the Fire Marshal for the town of Mansfield can be reached at 860-429-3328.

Make-ups are not credited for snow days or any other emergency closings

### 4. BUILDING SECURITY

When designing and building our center, a great deal of thought was given to the safety, security, and privacy of the children, families, and staff. The building was designed to blend with the residential feel of our neighborhood and with the following safety features in mind:

- we are significantly set back from the road, with a wildflower meadow buffering CCC from the sights and sounds of the road
- there is no road side sign indicating that we are a child care center
- the parking lot is fully visible from the classrooms and play yard
- the centrally located office is the first stop for any visitor
- each classroom has an outdoor exit to a fully fenced in yard.

In addition, staff is trained to notice the comings and goings of families and visitors and to question unfamiliar people to ascertain how to direct them. Staff also make sure that every child is accounted for at all times, even "counting heads" during busy parts of the day like transitions or outside play.

Additionally, families are requested to assist staff with noticing the comings and goings of families and visitors. It is important to get to know one another and let a staff person know if you see someone unfamiliar in the parking lot or entering the school. If you come into contact with an unwanted/unknown visitor, please ask them to stay put and wait for the Director to assist them. Then get the Director/CoTeacher. In the event that an unknown visitor requests to use our facilities, please inform them that CCC does not have public restroom.

During the busiest times of the day, when families are arriving and leaving, several systems are in place so that kids are always accounted for. Parents are asked to sign their child in and out upon arriving or leaving the building, and to verbally let a staff person know when their child is coming into or leaving the classroom. Families often look out for each other's children during these busy times, reminding them that their parents will soon arrive and to stay with their teachers and their group.

Careful vigilance in combination with safety design features makes it unlikely that a child would be able to leave CCC unnoticed. If this ever were to happen, however, the following policy is in place. We would designate at least one person to search the building and grounds, maintaining proper supervision within the center. After a thorough sweep of the immediate area, at least one person will continue searching in a broader area, while another staff member calls 911 for assistance. Parents of the missing child will be called as soon as possible after emergency help has been notified. An incident report is given to the parent and the parent is always called, even if the child is found before emergency assistance is sought.

*See also: FIELD TRIPS.*

## V. PARENT INVOLVEMENT

### A. OVERALL PARTICIPATION

As a parent cooperative, there are many opportunities for participation in the life of the center. Parents share in the running, upkeep and maintenance of CCC by assisting the staff and organizing projects and events as needed. Some ways that parents volunteer their time are:

- serve on the Board of Directors
- attend monthly board meetings
- join a committee
- organize social gatherings
- share your talents inside the classroom (read a story, sing a song, share a family tradition)
- share your talents outside the classroom (build a deck, paint a door, weed a garden)
- assist with annual program evaluation through the use of our family survey, which meets NAEYC accreditation criteria and defines our program goals.

The parents that serve on the Board of Directors are nominated and elected by the Corporation (i.e. the families). The board includes administrative officers and classroom representatives, and is responsible for hiring the directors and the teaching staff. Parents can sign up to serve on the standing committees. These committees help CCC function throughout the year and they are responsible to further various projects for CCC.

There are two required meetings a year. The first, in September is to welcome new families and to introduce them to the staff and other CCC families. During the second meeting in June, a new board is elected. There are also pot luck dinners and family nights scheduled throughout the year. These are social functions which allow families and staff to get to know each other better.

Families are required to provide snack (or opt for the fee) and participate in the two work weekends, otherwise they will be charged accordingly. Please refer to the policy section of this handbook for more information.

The curriculum within each room is expanded through field trips during the year. Your support is needed to make field trips a success, as we rely on families for transportation, additional supervision, and active engagement. Many families enjoy this opportunity to help out and see the children and their teachers "in action," while making connections with other families and members of our broader community.

All families own CCC and are collectively responsible for running the center. The expectation is that all families will contribute to the extent that they are able, in order to support the staff in the care of the children and the daily operations of the center.

## B. BOARD OF DIRECTORS

Duties of each member of the Board of Directors are as follows:

### CHAIRPERSON

1. Assist the Directors with setting the agenda of the board meetings.
2. Preside over all of the board meetings.
3. Receive and handle any suggestions or complaints of administrative nature with the CoChairperson and the Directors.
4. Meet with the Budget Committee.
5. Meet with the Personnel Committee.
6. Provide for the annual evaluation of the Director.

### COCHAIRPERSON

1. Assume all of the responsibilities of the Chairperson during his/her absence or while he/she is unable to perform his/her duties.
2. Receive and handle any suggestions or complaints of administrative nature with the Chairperson and the Directors.
3. Manage the Fund Raising Committee, as needed.

### SECRETARY

1. Submit the minutes of the previous meeting for approval.
2. Write correspondence/sign documents on behalf of the board, as needed.
3. Provide the board members with a copy of all minutes in addition to posting a copy of all minutes for the Corporation. Minutes shall be posted on the bulletin board within one week of the meeting.

### TREASURER

1. Present and distribute the monthly financial report to the board members.
2. Head the Budget Committee.
3. File Federal Income Tax Form 990 before January 15th for previous fiscal year.

### MEMBERATLARGE

The MemberAtLarge board position is for a Corporation member that is interested in attending all board meetings to learn how the Center functions. The parent holding this position will be expected to remain on the board for two years.

The duties of the MemberAtLarge shall be to:

1. Attend the monthly board meetings.
2. Head the Grounds Committee to include the management of the Fall and Spring Work Weekends.

### PARENT REPRESENTATIVES

There are two representatives from each room.

1. Contact new families at the Center to welcome them and answer any questions regarding the Center.
2. Organize and set up Pot Luck Suppers.
3. Serve as liaison between the parents in their respective room and the board.
4. Inform the Directors of any concerns or suggestions from parents.

## C. COMMITTEES

Responsibilities of the Committees are as follows:

### **EXECUTIVE COMMITTEE**

The Executive Committee is composed of the elected officers of the Board of Directors. This committee is responsible for conducting business affairs of the Center between the monthly board meetings, and is authorized to act for the board in emergencies. All business transacted by the Executive Committee will be reported to the board at next meeting.

### **BUDGET COMMITTEE**

The Budget Committee, in cooperation with the Director will be responsible for making recommendations to the board regarding financial management and budgeting of the Center. Compiles the annual budget by February 15th of each year, analyzes income and expenditures, and recommends methods of financing the Center and possible sources of funds.

This committee keeps abreast of salary ranges in the area preschools for the purpose of recommending a salary range in the annual budget.

The Budget Committee will receive recommendations from the Personnel, Fund Raising, Maintenance, and Grounds Committees prior to the compilation of the annual budget.

### **PERSONNEL COMMITTEE**

This Committee, in cooperation with the Directors, prepares personnel practices and job descriptions for staff positions. These policies and practices shall be reviewed annually.

### **NOMINATING COMMITTEE**

This Committee shall prepare a slate of candidates for office and standing committee chairmen to be presented at the April Board meeting. They are responsible for informing all candidates of the duties connected with the office to which they will be elected.

### **GROUNDS COMMITTEE**

When functioning fully, this committee is responsible for ensuring that the grounds are maintained in a timely, safe and attractive manner. Where possible this may be accomplished during a work weekend, as coordinated and supervised by the committee (in cooperation with the Directors); otherwise, maintenance is completed as needed throughout the year.

### **MAINTENANCE COMMITTEE**

When functioning fully, this committee is responsible for ensuring that the buildings are maintained in a timely, safe and attractive manner. Where possible this may be accomplished during a work weekend; otherwise maintenance is completed as needed throughout the year.

### **FUND RAISING COMMITTEE**

This committee is responsible for organizing and directing fund raising activities for the Center. The CoChairperson shall assist and manage this committee as needed.

### **POLICY COMMITTEE**

This Committee, in cooperation with the Directors updates and reviews current Center policies.

**THE CONSTITUTION  
OF THE  
COMMUNITY CHILDREN'S CENTER**

**ARTICLE I. THE CENTER**

**Section A. Name.**

This nonprofit corporation shall be known as The Community Children's Center (the Center).

**Section B. Purpose.**

The purpose of The Community Children's Center shall be to administer a child care center.

**ARTICLE II. THE CORPORATION**

**Section A. Definition.**

The corporation's members shall consist of all household units who have a child (or children) currently attending the Community Children's Center.

**Section B. Duties of the members.**

1. To attend the biannual meetings of the Corporation held in September and May.
2. To nominate officers of the Board of Directors by the monthly board meetings in April and parent representatives in November.
3. To elect officers of the Board of Directors no later than May and parent representatives no later than December.

**ARTICLE III. THE BOARD OF DIRECTORS**

**Section A. Responsibilities**

1. To oversee, administer and plan for the Center.
2. To hire and terminate all employees of the Center.
3. To conduct all official business of the Center.
4. To report to the Corporation on the business which they have conducted.

**Section B. Composition of The Board.**

1. The Board shall consist of eleven (11) voting members.
2. Elected officers of the Board shall be: Chairperson, CoChairperson, Secretary, Treasurer, four Parent Representatives (two from each room), and an atlarge position.
3. Other voting members of the Board shall be: the Director of the Center and a Teacher Representative (appointed each month by the Director).
4. At least onehalf (1/2) of the Board shall be members of the Corporation.

**Section C. Election and Appointment.**

1. Nominations for the officers of the new Board shall be made by the Corporation prior to the monthly Board meeting



in April. Nominations for the parent representatives shall be made by the Corporation prior to the monthly Board meeting in November.

2. The Corporation shall vote upon the nominations for the officers in May and the parent representatives in December.

#### **Section D. Vacancies.**

1. If any office shall become vacant, the Chairperson shall at the earliest possible date thereafter, appoint a replacement for the purpose of filling the vacancy. The member thus selected shall immediately enter upon the duties and hold office until the next regular election.

#### **Section E. Board Meetings.**

1. Regular meetings of the Board shall be held at least once a month and shall be open to all members of the Corporation.

2. Special meetings shall be held at the request of a majority of the Board members or the Director of the Center.

3. In conducting the official business of the Center, decisions of the Board shall require a simple majority vote of Board Members present.

### **ARTICLE IV. DIRECTOR OF THE CENTER**

#### **Section A. Selection.**

1. The Director shall be selected by a simple majority vote of the Board of Directors. Following the selection of a Director, the Board shall report to the Corporation concerning its selection procedure.

#### **Section B. Duties.**

1. To attend Board meetings.

2. To be a voting member of the Board.

3. To assist the Treasurer in the Financial matters of the Center as necessary.

4. To recommend to the Board for their vote any changes in personnel.

5. To be responsible for staff supervision, establishing programs and consulting with parents on childrelated problems.

6. To publish a monthly progress report.

7. To annually submit a program and regulations of the Center to the Board.

8. To implement the policies and programs of the Center as directed by the Board.

9. A job description is presented in Addendum A. This description may be changed by the Board as necessary.

#### **Section C. Dismissal.**

1. Recommendation for dismissal may be considered by the Board, providing that a full written account is submitted.

2. The Board shall present this recommendation to the Director in the presence of the author.

3. Grounds for dismissal shall be: not fulfilling the duties of the Director.

4. Dismissal shall require at least a threequarters (3/4) vote of the full Board.

#### **Section D. Voluntary separation.**

1. The Director shall give written notice to the Board of his/her intention to leave and shall continue to fulfill the duties

of Director for not less than sixty (60) days after notice is given.

## **ARTICLE V. NONDISCRIMINATION POLICY**

1. The Community Children's Center does not and will not discriminate against applicants or staff on the basis of race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, disability, or sexual orientation. If and when scholarships become available, the Center will not discriminate in granting these scholarships on the basis of race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, disability, or sexual orientation.

## **ARTICLE VI. AMENDMENTS TO THE CONSTITUTION**

### **Section A. Requirements for amendments.**

1. A copy of the Constitution, the proposed amendment(s) and the rationale of the amendment(s) shall be provided to all members of the Board and the Corporation not less than thirty (30) days before being acted upon.

### **Section B. Adoption of amendments.**

1. Any amendment(s) shall be adopted by a two-thirds (2/3) vote of the full Corporation.

## **ARTICLE VII. PARLIAMENTARY PROCEDURE**

1. All questions of parliamentary procedure shall be decided according to Robert's Rules of Order.

Amended: June 1988

## Appendix

### FEES, TUITION, and other PARENT RESPONSIBILITIES

CCC has two daily time slots. The morning slot begins at 7:30 am and ends at 12:30 pm, and includes a lunch that each family provides for their own child. The afternoon slot begins at 12:30 pm and ends at 5:30 pm and includes a rest or nap from about 1:00 to 2:30 pm depending on each child's needs. Other activities which are included in both the morning and the afternoon time slots are indoor play, outdoor play, group time with stories or singing, and a snack.

Each child who attends CCC becomes a member of one of two groups. The toddlers (18 months to approximately 3 years) are called Ninos. The preschoolers (approximately 3 to 5 years) are called Hugglers. Parents are welcome to enroll their children for any combination of three or more spaces (mornings or afternoons). We recommend at least three spaces for Ninos, and four for Hugglers, because we find that children become familiar and comfortable with new friends, adults, and routines more easily if they are here on a frequent basis. Any spaces that have not been previously filled are available for your child's enrollment.

Tuition is charged by the month (except for July and August) and all the months are billed the same regardless of holidays, snow days, etc. The summer months are billed in two-week sessions to allow families flexibility in taking vacations. Tuition is due on the first of the month, in advance. Tuition paid after the tenth of the month is subject to a 10% late payment fee.

CCC requires a deposit of one-half one month's tuition from each family. The deposit can be returned to you as credit toward the last month's tuition, assuming your contract is fulfilled. Alternatively, some families choose to donate their deposit to CCC upon leaving. All donations are tax-deductible.

Each semester (Sept. through Jan. and Feb. through June) CCC requires parents to reregister and pay a \$50.00 registration fee for each child registered, in advance of beginning the semester. The summer registration fee is \$10 per session. Registrations are accepted on a first come, first served basis and slots are not guaranteed until registrations have been received in writing. The registration represents the parents' commitment to continue the chosen schedule through the semester.

CCC is a cooperative and parents contribute in many ways. Parents' help is needed to help build, clean, paint, and maintain CCC's facilities during each of two work weekends, one in the fall and one in the spring. Parents have the option to do work at home, or to pay a fee instead of contributing their time and energy.

Parents also help by bringing snack for both groups on a rotating basis. The snack responsibility is based on the number of slots your child uses each week. For most families the snack responsibility is once or twice a month. Teachers prepare and serve the food which parents have brought. Snacks need to have two different nutritious foods, enough to feed 26 hungry children. Parents have the option of paying a fee instead of bringing snack.

Parents are required to attend at least two board meetings a year and we strongly encourage you to attend more than that. The board of directors, committees, and fundraising functions are all run by parent volunteers.

All families own CCC and are collectively responsible for running the center. The expectation is that all families will contribute to the extent that they are able, in order to support the staff in the care of the children and the daily operations of the center.

[director@communitychildrenscenter.org](mailto:director@communitychildrenscenter.org)

860-456-7171

[communitychildrenscenter.org](http://communitychildrenscenter.org)

*This institution is an equal opportunity provider and employer.*

**Registration**

**Community Children’s Center**  
797 Mansfield City Road, Storrs, CT 06268

Child’s Name \_\_\_\_\_ Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent’s Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent’s Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Additional contact information (addresses, phone numbers, etc.) \_\_\_\_\_

**2017 Spring Semester: February 1, 2017 through June 28, 2017**

Please indicate days for which you would like to register:

Daily Sessions: AM: 7:30 AM - 12:30 PM    \_\_\_ Mon    \_\_\_ Tues    \_\_\_ Wed    \_\_\_ Thurs    \_\_\_ Fri

PM: 12:30 PM - 5:30 PM    \_\_\_ Mon    \_\_\_ Tues    \_\_\_ Wed    \_\_\_ Thurs    \_\_\_ Fri

**Each registration requires a \$50 fee for each child** and, for newly enrolling families, a deposit equal to one half of one month’s tuition. Their receipt with this completed form will reserve a space in CCC. The registration fee is non-refundable; the deposit is used to secure the contract and is eligible for refund only upon fulfillment of the contract. At that time you will be asked if you wish to donate all or part of your deposit to CCC. All donations are tax-deductible. Registration is on a first come, first served basis and we will do our best to accommodate your chosen schedule.

CCC endeavors to provide as consistent program as possible through continuous enrollment of the children and commitment to employment for staff. **Therefore, in signing this agreement, parents are committed to tuition payments through the end of this contract period.** CCC reserves the right to consider any special circumstances which may include moving, illness, loss of employment, or a child’s difficulty adjusting to the program after one month of consistent attendance.

\* I understand that I am responsible for full tuition for my child’s chosen schedule as indicated above through the end of the semester for which I am registering. I understand that I will lose my deposit if I do not continue my enrollment through the end of said semester.

\* I understand that I am responsible for additional fees as included in monthly invoices (\$15 contingency fee for all families, and snack/other fees as incurred).

\* I understand that I am responsible for abiding by all policies of CCC of which I am notified, and for all policies in the CCC Family Handbook.

Signature(s) of both parents or guardians \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY:**  
Dates of attendance (first-last): \_\_\_\_\_ Fee Received: \_\_\_\_\_ Received by: \_\_\_\_\_  
Monthly Tuition Amount: \_\_\_\_\_ Total Tuition Due for this Contract Period: \_\_\_\_\_

Please see side 2

Community Children's Center  
797 Mansfield City Road, Storrs, CT 06268

Dear CCC Family,

CCC is an incorporated 501(c)3 not-for-profit early care and education center. All current CCC families are members of our corporation. WELCOME!

The Board of Directors is an essential part of the business workings of the school. Our status as a 501(c)3 corporation obliges us to be operated by a Board of Directors. The chief responsibilities of the Board are to oversee, administer, and plan for the center as a whole, while the Director guides and manages the daily programs. We rely on CCC families to volunteer to fill the Board positions (see positions below). A full Board not only meets our legal obligations, it serves to keep our school community strong!

*Each year in the Spring, CCC seeks members who will serve in the upcoming year(s), replenishing the Board as honored members complete their service.* Being a member of the Board offers a unique perspective of the school, while inviting active involvement and an opportunity for friendship and fun. No particular skills are needed, just a willingness to meet to discuss and decide upon the business of the school. Please consider nominating yourself for a Board position this year. Which position(s) might interest you?

- Chair
- Co-Chair
- Secretary
- Treasurer
- Member-at-Large
- Room Representative
- Committee Member

Board members attend one meeting per month, from September through June. It is a 10-15-hour volunteer commitment, in total. In recognition of your time and presence, Board members are exempt from one snack responsibility per month. Please note that *all* members of our corporation are expected to attend a minimum of two board meetings per year.

CCC is a parent cooperative. Our expectation is that all families will contribute to the extent that they are able. There are many opportunities to participate in the life of the center. At a minimum, all families provide snacks and participate in two work weekends per year (or choose to pay fees instead). Additional opportunities for involvement include helping to plan a social event, singing a song or reading a story at group time, or representing CCC at local events, among many other things. Please indicate here if you have a special skill that you would like to share:

---

Thank you for considering how you might help. We look forward to a fun and prosperous year with you and yours.

Lisa Dahn, Executive Director  
Kate Vallo, Program Director

*"As the school year draws to a close I'm sure that you are reflecting on the amazing growth of your child in this year and the huge part that CCC has played in it. I hope that as a returning parent next year you will consider serving as a board member....participation means you can get to know how CCC works, its staff and curriculum better. At monthly meetings you will have a chance to voice your opinions and questions, as well as a chance to put your problem solving skills to work... to make fair and thoughtful decision(s).*

*Every parent has a special skill and a unique perspective to offer. Any contribution you can make is infinitely helpful and always welcome.*

*Serving as the board secretary for the past year has been a fun and rewarding experience for me. I feel I have been able to give back to this wonderful place that has cared for and nurtured my daughter so beautifully for the past four years. Please consider giving back next year."*

*~T. Chiapetta-Miller, parent*

# EMERGENCY CONTACT FORM

## CCC EMERGENCY CONTACT INFORMATION

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Names (first & last): \_\_\_\_\_ Date: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Email Address(es): \_\_\_\_\_ Home Phone: \_\_\_\_\_

*Where can parents be reached during the day? (Please star preferred first contact number or email address on this form. Thanks.)*

\_\_\_\_\_: \_\_\_\_\_  
Name Employer Work Phone Number Cell Phone Number

\_\_\_\_\_: \_\_\_\_\_  
Name Employer Work Phone Number Cell Phone Number

List at least two neighbors or relatives who you authorize to assume temporary care of your child in case of minor illness, unexpected center closings, or parents' delay in pickup.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone(s): \_\_\_\_\_

**Signature of parent or guardian:** \_\_\_\_\_

In case of accident or serious illness, I understand that CCC staff will contact me. If CCC staff is unable to reach me I understand that CCC staff will contact my physician, as indicated below, and follow his/her instructions. If CCC staff is unable to contact either parent or the family's designated physician, I authorize CCC staff to make whatever arrangements are deemed necessary, including consulting with CCC's physician and/or taking the child to Windham Hospital or other appropriate treatment facility. In the case of a child being transported to a medical facility, a staff member will stay with the child until a parent, guardian, or other parent-authorized person arrives. I understand that my child may be transported by ambulance and that the expense will be mine.

**Signature of parent or guardian:** \_\_\_\_\_

Please give any information which would influence a medical treatment: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other conditions: \_\_\_\_\_

Medications: \_\_\_\_\_

Insurance Company and Policy Number \_\_\_\_\_

Physician's name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Dentist's name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Please indicate what hospital you would prefer to use if other than local hospital: \_\_\_\_\_



**State of Connecticut Department of Education**  
**Early Childhood Health Assessment Record**  
 (For children ages birth – 5)



**To Parent or Guardian:** In order to provide the best experience, early childhood providers must understand your child's health needs. This form requests information from you (Part I) which will be helpful to the health care provider when he or she completes the health evaluation (Part II). State law requires complete primary immunizations and a health assessment by a physician, an advanced practice registered nurse, a physician assistant, or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to entering an early childhood program in Connecticut.

*Please print*

Child's Name (Last, First, Middle)	Birth Date (mm/dd/yyyy)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street, Town and ZIP code)		
Parent/Guardian Name (Last, First, Middle)	Home Phone	Cell Phone
Early Childhood Program (Name and Phone Number)	Race/Ethnicity <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Other	
Primary Health Care Provider:		
Name of Dentist:		
Health Insurance Company/Number* or Medicaid/Number*		
Does your child have health insurance?	Y N	If your child does not have health insurance, call 1-877-CT-HUSKY
Does your child have dental insurance?	Y N	
Does your child have HUSKY insurance?	Y N	

\* If applicable

**Part I — To be completed by parent/guardian.**

**Please answer these health history questions about your child before the physical examination.**

Please circle Y if "yes" or N if "no." Explain all "yes" answers in the space provided below.

Any health concerns	Y N	Frequent ear infections	Y N	Asthma treatment	Y N
Allergies to food, bee stings, insects	Y N	Any speech issues	Y N	Seizure	Y N
Allergies to medication	Y N	Any problems with teeth	Y N	Diabetes	Y N
Any other allergies	Y N	Has your child had a dental examination in the last 6 months	Y N	Any heart problems	Y N
Any daily/ongoing medications	Y N			Emergency room visits	Y N
Any problems with vision	Y N	Very high or low activity level	Y N	Any major illness or injury	Y N
Uses contacts or glasses	Y N	Weight concerns	Y N	Any operations/surgeries	Y N
Any hearing concerns	Y N	Problems breathing or coughing	Y N	Lead concerns/poisoning	Y N
<b>Developmental — Any concern about your child's:</b>					
1. Physical development	Y N	5. Ability to communicate needs	Y N	Sleeping concerns	Y N
2. Movement from one place to another	Y N	6. Interaction with others	Y N	High blood pressure	Y N
		7. Behavior	Y N	Eating concerns	Y N
3. Social development	Y N	8. Ability to understand	Y N	Toileting concerns	Y N
4. Emotional development	Y N	9. Ability to use their hands	Y N	Birth to 3 services	Y N
				Preschool Special Education	Y N

**Explain all "yes" answers or provide any additional information:**

Have you talked with your child's primary health care provider about any of the above concerns? Y N

Please list any medications your child will need to take during program hours:

*All medications taken in child care programs require a separate Medication Authorization Form signed by an authorized prescriber and parent/guardian.*

I give my consent for my child's health care provider and early childhood provider or health/nurse consultant/coordinator to discuss the information on this form for confidential use in meeting my child's health and educational needs in the early childhood program.

Signature of Parent/Guardian

Date

ED 191 REV. 8/2011 C.G.S. Section 10-16q, 10-206, 19a-79(a), 19a-87b(c), P.H. Code Section 19a-79-5a(a)(2), 19a-87b-10b(2)



## Part II — Medical Evaluation

ED 191 REV. 8/2011

Health Care Provider must complete and sign the medical evaluation, physical examination and immunization record.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Date of Exam \_\_\_\_\_  
 I have reviewed the health history information provided in Part I of this form (mm/dd/yyyy) (mm/dd/yyyy)

### Physical Exam

Note: \*Mandated Screening/Test to be completed by provider.

\*HT \_\_\_ in/cm \_\_\_% \*Weight \_\_\_ lbs. \_\_\_ oz / \_\_\_% BMI \_\_\_ / \_\_\_% \*HC \_\_\_ in/cm \_\_\_% \*Blood Pressure \_\_\_ / \_\_\_  
 (Birth – 24 months) (Annually at 3 – 5 years)

### Screenings

<p><b>*Vision Screening</b></p> <input type="checkbox"/> EPSDT Subjective Screen Completed (Birth to 3 yrs) <input type="checkbox"/> EPSDT Annually at 3 yrs (Early and Periodic Screening, Diagnosis and Treatment) <p>Type:                      <u>Right</u>      <u>Left</u></p> <p style="padding-left: 40px;">With glasses      20/      20/</p> <p style="padding-left: 40px;">Without glasses      20/      20/</p> <input type="checkbox"/> Unable to assess <input type="checkbox"/> Referral made to: _____	<p><b>*Hearing Screening</b></p> <input type="checkbox"/> EPSDT Subjective Screen Completed (Birth to 4 yrs) <input type="checkbox"/> EPSDT Annually at 4 yrs (Early and Periodic Screening, Diagnosis and Treatment) <p>Type:                      <u>Right</u>      <u>Left</u></p> <p style="padding-left: 40px;"><input type="checkbox"/> Pass      <input type="checkbox"/> Pass</p> <p style="padding-left: 40px;"><input type="checkbox"/> Fail      <input type="checkbox"/> Fail</p> <input type="checkbox"/> Unable to assess <input type="checkbox"/> Referral made to: _____	<p><b>*Anemia:</b> at 9 to 12 months and 2 years</p> <hr/> <p><b>*Hgb/Hct:</b>                      *Date</p> <hr/> <p><b>*Lead:</b> at 1 and 2 years; if no result screen between 25 – 72 months</p> <p>Lead poisoning (≥ 10ug/dL)</p> <input type="checkbox"/> No <input type="checkbox"/> Yes
<p><b>*TB:</b> High-risk group?    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p>Test done:    <input type="checkbox"/> No    <input type="checkbox"/> Yes    Date: _____</p> <p>Results: _____</p> <p>Treatment: _____</p>	<p><b>*Dental Concerns</b>    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <input type="checkbox"/> Referral made to: _____	<p><b>*Result/Level:</b>                      *Date</p> <hr/> <p><b>Other:</b></p>

\*Developmental Assessment: (Birth – 5 years)     No     Yes      Type:

Results:

**\*IMMUNIZATIONS**     Up to Date or     Catch-up Schedule: **MUST HAVE IMMUNIZATION RECORD ATTACHED**

### \*Chronic Disease Assessment:

**Asthma**     No     Yes:     Intermittent     Mild Persistent     Moderate Persistent     Severe Persistent     Exercise induced  
*If yes, please provide a copy of an Asthma Action Plan*  
 Rescue medication required in child care setting:     No     Yes

**Allergies**     No     Yes: \_\_\_\_\_  
 Epi Pen required:                       No     Yes  
 History/risk of Anaphylaxis:     No     Yes:     Food     Insects     Latex     Medication     Unknown source  
*If yes, please provide a copy of the Emergency Allergy Plan*

**Diabetes**     No     Yes:     Type I     Type II      **Other Chronic Disease:** \_\_\_\_\_

**Seizures**     No     Yes:    Type: \_\_\_\_\_

This child has the following problems which may adversely affect his or her educational experience:  
 Vision     Auditory     Speech/Language     Physical     Emotional/Social     Behavior  
 This child has a developmental delay/disability that may require intervention at the program.  
 This child has a special health care need which may require intervention at the program, e.g., special diet, long-term/ongoing/daily/emergency medication, history of contagious disease. *Specify:* \_\_\_\_\_

No     Yes    This child has a medical or emotional illness/disorder that now poses a risk to other children or affects his/her ability to participate safely in the program.

No     Yes    Based on this comprehensive history and physical examination, this child has maintained his/her level of wellness.

No     Yes    This child may fully participate in the program.

No     Yes    This child may fully participate in the program with the following restrictions/adaptation: (Specify reason and restriction.) \_\_\_\_\_

No     Yes    Is this the child's medical home?     I would like to discuss information in this report with the early childhood provider and/or nurse/health consultant/coordinator.

Signature of health care provider MD / DO / APRN / PA	Date Signed	Printed/Stamped Provider Name and Phone Number
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Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

REV. 8/2011

## Immunization Record

To the Health Care Provider: Please complete and initial below.

Vaccine (Month/Day/Year) \_\_\_\_\_

	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6
DTP/DTaP/DT						
IPV/OPV						
MMR						
Measles						
Mumps						
Rubella						
Hib						
Hepatitis A						
Hepatitis B						
Varicella						
PCV* vaccine					*Pneumococcal conjugate vaccine	
Rotavirus						
MCV**					**Meningococcal conjugate vaccine	
Flu						
Other						

Disease history for varicella (chickenpox) _____		(Date)	(Confirmed by)
Exemption:	Religious _____	Medical: Permanent _____	†Temporary _____ Date _____
	†Recertify Date _____	†Recertify Date _____	†Recertify Date _____

### Immunization Requirements for Connecticut Day Care, Family Day Care and Group Day Care Homes

Vaccines	Under 2 months of age	By 3 months of age	By 5 months of age	By 7 months of age	By 16 months of age	16-18 months of age	By 19 months of age	2-3 years of age (24-35 mos.)	3-5 years of age (36-59 mos.)
DTP/DTaP/DT	None	1 dose	2 doses	3 doses	3 doses	3 doses	4 doses	4 doses	4 doses
Polio	None	1 dose	2 doses	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
MMR	None	None	None	None	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>	1 dose after 1st birthday <sup>1</sup>
Hep B	None	1 dose	2 doses	2 doses	2 doses	2 doses	3 doses	3 doses	3 doses
HIB	None	1 dose	2 doses	2 or 3 doses depending on vaccine given <sup>3</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>	1 booster dose after 1st birthday <sup>4</sup>
Varicella	None	None	None	None	None	None	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>	1 dose after 1st birthday or prior history of disease <sup>1,2</sup>
Pneumococcal Conjugate Vaccine (PCV)	None	1 dose	2 doses	3 doses	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday	1 dose after 1st birthday
Hepatitis A	None	None	None	None	1 dose after 1st birthday <sup>5</sup>	1 dose after 1st birthday <sup>5</sup>	1 dose after 1st birthday <sup>5</sup>	2 doses given 6 months apart <sup>6</sup>	2 doses given 6 months apart <sup>6</sup>
Influenza	None	None	None	1 or 2 doses	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>	1 or 2 doses <sup>6</sup>

1. Laboratory confirmed immunity also acceptable
2. Physician diagnosis of disease
3. A complete primary series is 2 doses of PRP-OMP (PedvaxHIB) or 3 doses of HbOC (ActHib or Pentacel)
4. As a final booster dose if the child completed the primary series before age 12 months. Children who receive the first dose of Hib on or after 12 months of age and before 15 months of age are required to have 2 doses. Children who received the first dose of Hib vaccine on or after 15 months of age are required to have only one dose
5. Hepatitis A is required for all children born after January 1, 2009
6. Two doses in the same flu season are required for children who have not previously received an influenza vaccination, with a single dose required during subsequent seasons

Initial/Signature of health care provider MD / DO / APRN / PA	Date Signed	Printed/Stamped Provider Name and Phone Number
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## SNACK SERVING SIZES

<b>from USDA Child &amp; Adult Care Food Program</b>  <b>(revised for CCC)</b>  <b>Child Meal Pattern</b> <b>Snack</b>  <b>Select Two of the Four Components for a</b> <b>Reimbursable Snack</b>			
<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	
<b>1 fruit/vegetable</b> fruit and/or vegetable	1/2 cup	1/2 cup	
<b>1 grains/bread<sup>3</sup></b> bread or  cornbread or biscuit or roll or muffin or  cold dry cereal or  pasta or noodles or grains	1/2 slice  1/2 serving  1/4 cup  1/4 cup	1/2 slice  1/2 serving  1/3 cup  1/4 cup	
<b>1 protein product</b>  cheese or  egg <sup>5</sup> or  cooked dry beans or peas or  sunflower butter or  yogurt <sup>6</sup>	1/2 ounce  1/2 ounce  1/2 egg  1/8 cup  1 Tbsp.  2 ounces	1/2 ounce  1/2 ounce  1/2 egg  1/8 cup  1 Tbsp.  2 ounces	
<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. <sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>5</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate. <sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.			

## SNACK IDEAS

### What should I bring?

Natural, minimally processed, whole foods without lots of added sugar are preferred (e.g. whole grain breads or simple crackers instead of cake or cookies; fresh fruits rather than sweetened canned products).

Please do NOT bring juices or milk, as we only serve water for snacks.

**\*\*NO HARD, CHOKABLE ITEMS LIKE PRETZELS, CARROTS, GREEN PEAS OR POPPED CORN please.**

### Each snack must include food from at least 2 of the following food groups:

- >>**PROTEIN:** includes eggs, cheese, yogurt, hummus (no meat, please)
- >>**FRUITS AND VEGETABLES:** includes fresh, canned, pureed, or dried fruits; fresh or cooked vegetables (no carrots, please)
- >>**CARBOHYDRATE:** includes anything made with grain (e.g. bread, cereal, chips, tortillas, crackers, pasta, rice - no pretzels, please) and starchy vegetables (e.g. potatoes, corn)

Some foods are in more than one group and can satisfy more than one nutritional requirement. Baked or other ready-serve products are welcome, as are simple ingredients for us to combine ourselves (or with the kids!). Please note that all snacks are nut-free, and foods may not be processed in a facility that also processes nuts or nut oils.

### Some Snack Suggestions:

- \*YOGURT:VANILLA OR FLAVORED
- \*COTTAGE CHEESE
- \*MILD CHEESES(MONTEREY JACK, MUNSTER, CHEDDAR(NOT SHARP)
- \*HARD BOILED EGGS, or UNCOOKED EGGS FOR US TO MAKE SCRAMBLED EGGS OR OMELET
- \*PASTA TO COOK AND SERVE WITH BUTTER AND GRATED CHEESE, OR SAUCE
- \*PIZZAS TO MAKE ON ENGLISH MUFFINS OR PITA BREAD
- \*FRESH VEGETABLES AND DIP (no carrots, peas, or small chokables)
- \*CORN CHIPS AND SALSA
- \*NACHOS
- \*PITA BREAD AND HUMMUS
- \*CRACKERS AND CHEESE (check ingredients carefully for nuts or nut processing plant)
- \*DRY CEREALS(CHEERIOS, CHEX, ETC.) (check ingredients carefully for nuts or nut processing plant)
- \*FROZEN WAFFLES AND SYRUP OR JAM
- \*FRESH FRUITS(APPLES, ORANGES, BANANAS, MELON, PEARS, BERRIES, SEEDLESS GRAPES, ETC.)
- \*APPLESAUCE
- \*WHOLE GRAIN BREADS(check ingredients carefully for nuts or nut processing plant)
- \*MUFFINS(check ingredients carefully for nuts or nut processing plant)
- \*SWEET BREADS(e.g.: BANANA, PUMPKIN, ZUCCHINI )(check ingredients carefully for nuts/nut processing plant)
- \*CANNED PINEAPPLE & OTHER FRUITS (NO-or LOW-SUGAR-ADDED)
- \*DRIED FRUITS: RAISINS, SEEDLESS PRUNES, DRIED APRICOTS
- \*SUNFLOWER SEEDS
- \*BAGELS AND CREAM CHEESE

### For spreading and flavoring:

- JELLY OR JAMS
- APPLE BUTTER
- CINNAMON SUGAR
- CREAM CHEESE: PLAIN OR FLAVORED
- SYRUPS
- SALAD DRESSING
- BUTTER OR MARGARINE
- HUMMUS
- SALSA
- YOUR CHILD'S FAVORITE NUTRITIOUS DIP OR SPREAD

**Please note that we like to reserve sweet foods for special celebrations and not serve them on a daily basis.**

**If you choose to bake an item for snack, please send in a listing of the ingredients, as we will not be able to serve it otherwise.** A child with a food allergy may be in attendance and we need to monitor snack closely. Occasionally CCC will ask for parent support in responding to the needs of specific children in our care (for example, snack or a classroom may become 'nut-free,' or children may be requested to wash their hands after eating peanut butter). Please see your child's teacher or the director to know more about CCC's current requests or requirements, as they may change from time to time.

## CCC New Family Checklist

Family Name: \_\_\_\_\_ Date completed: \_\_\_\_\_

- Registration Packet
  - \_\_\_ contract
  - \_\_\_ health form
  - \_\_\_ child info sheet
  - \_\_\_ emergency release
  - \_\_\_ authorizations
  - \_\_\_ USDA compliance form
  - \_\_\_ other forms: meds, topical meds, tick removal
- \_\_\_ Initial Bill/Payment Box
- \_\_\_ Website/Calendar
- \_\_\_ Class List
- \_\_\_ Family Handbook:
  - \_\_\_ discussed health policies
  - \_\_\_ discussed discipline policies
  - \_\_\_ discussed emergency closings
  - \_\_\_ discussed make ups
  - \_\_\_ discussed confidentiality re: exchanges, need to know
- \_\_\_ Curriculum
  
- \_\_\_ Orientation to:
  - \_\_\_ Mailbox
  - \_\_\_ Sign in area/Log Book/Kids Log
  - \_\_\_ Snack sign up and guidelines
  - \_\_\_ Teacher Communications, including office hours and exchanges
  - \_\_\_ Accident/Incident/Illness forms
  - \_\_\_ Board Meetings
  - \_\_\_ Annual Program Evaluation
  - \_\_\_ Weekly team & teacher meetings
  - \_\_\_ Work Weekends
  - \_\_\_ Cell phones and photos

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Signature parent/guardian

date

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Signature staff

date

Please file in child's file upon completion.

Revised 8/17

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860-456-7171

[communitychildrenscenter.org](http://communitychildrenscenter.org)

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