

CCC Family Handbook

2023-2024



Community Children's Center

797 Mansfield City Road, Storrs, CT 06268

communitychildrenscenter.org

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

Directors: Lisa Dahn & Kate Vallo

Teachers: Dana Binette (Huggler)
Ashley Brock (Huggler)
Anna Gomez (Nino)

BOARD OF DIRECTORS 2023-2024 YEAR

Chairperson: Valessa Souter-Kline

CoChairperson:

Secretary: Amber Guillemette

Treasurer: Lisa Dahn

Member-at-Large: Melica Stinnett

Nino Room Rep: Caitlyn Folta & Dan Pilver

Huggler Room Rep: Brooke Grant

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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.

CCC elevates play and nature as the most important childhood learning tools. We believe that a child's natural interest in play fuels the exploration and construction of knowledge. We offer a wide variety of open-ended materials and responsive, professional teaching staff. Together they provide a rich learning environment. This reflects our goal of letting children actively make their own discoveries.

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 model good emotional expression and management while actively teaching 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 babysitters. They began fundraising 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.

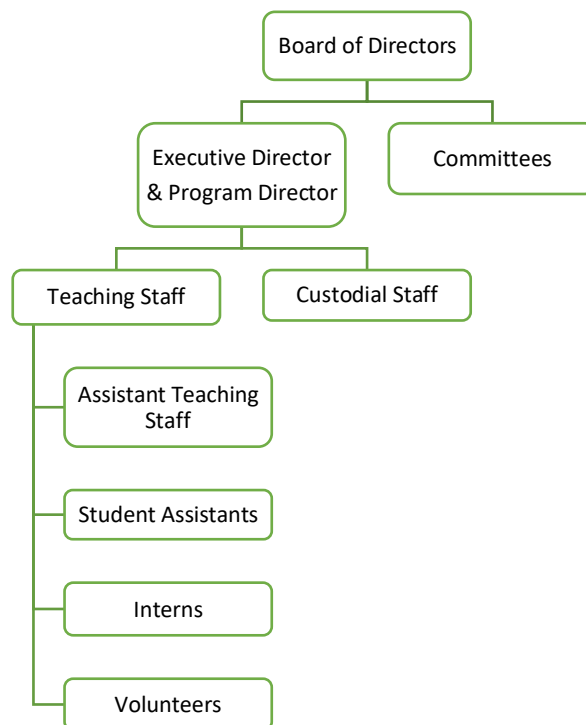
C. CURRICULUM

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](http://communitychildrenscenter.org) 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 initial enrollment fee of \$350 is due with a family's first contract at CCC.

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 \$50.00 for the summer sessions (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 (and initial enrollment fee when applicable), one for each child enrolling. A copy of this contract can be found in the Appendix.
- 2) 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.
- 3) A completed and signed Emergency Form.
- 4) 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

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 comm.childrens.ctr@snet.net with any questions.	Total \$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 \$50.00

Initial enrollment fee: \$350

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: \$20/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 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
Summer sessions \$50.00

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 the early childhood coordinator at the Mansfield Town Offices at 860-429-3338 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 \$63,000 annually you may apply for a discounted rate. Please see the director 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/Indigenous Peoples' Day
Veterans Day
Lincoln's Birthday
Good Friday
Juneteenth

See the annual calendar, posted on our website (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

PROCEDURES

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. It is recommended that your child arrive by 9:00 am so that they can join the first group time of the day.

Please note that the front door will reliably be unlocked during the following hours: 7:30- 9:30 and 3:30-5:30. Midday drop-offs/pickups may need to go through the play yards if the front door is locked.

Upon arrival please take your child to their room and have them put their possessions in their assigned cubby. Labeled lunchboxes go on the Lunchbox Shelf in each classroom. Then accompany your child to a child-sized sink in the classroom and supervise or help them to wash their hands.

After these steps, please bring your child to join their group (indoors or outdoors) and plan just a few extra minutes to help your child get settled with a simple routine, and let the teacher know that your child has arrived. The teacher will sign your child in. Please feel free to have a brief conversation, letting the teacher know about any of your child's experiences or other information that you would like them to be aware of and/or which may impact the child's day at CCC. This may include anything from information about your family culture to a story about something that happened at home; from a rough night's sleep to a pet dying, etc. Please use email for sensitive communications and/or to let teachers know about absences, makeup requests, etc..

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); please go through the play yards if the front door is locked. Be sure to let teachers know that you are taking your child; the teacher will sign your child out. If anyone other than you (the parents) are picking up your child, you must tell a staff member and also send an email with the person's full name and the approximate time they will be coming for that day. If CCC staff has not already met the person, they will be asked to present photo identification, and it is helpful if you let them know that this will happen.

At the closing end of the day it is very important to remember that the school closes at 5:30. Families must arrive by 5:15 or 5:20 (12:15/12:20 for a morning pick up) so that you can gather your child's belongings, wash your child's hand as desired, and spend just a few minutes in the program space before comfortably exiting CCC by 5:30 (or 12:30). This also gives you a chance to connect with teachers about your child's day and any other concerns or thoughts that you might have. Teachers may choose to spend a few extra minutes in the classroom or play yard 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. Please note that the play yards are closed after 5:30.

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 18 years or older 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: \$ 15.00

6-15 minutes: \$ 20.00

16-30 minutes: \$30.00

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.

Please note that no child will be released to a parent/guardian, or designated pickup person that appears to be under the influence of alcohol or other substance(s). In this circumstance, emergency contacts will be called to provide alternate transportation, and police will be notified. In the event that an emergency contact cannot be reached, DCF may be called, and the child may be placed in the custody of DCF.

IMPORTANT: CCC is an Eco-Healthy Child Care certified and seeks to eliminate environmental hazards found in or around child care centers. Unless necessary in cases of extreme temperatures to heat or cool car systems or interiors, please DO NOT IDLE in CCC's parking lot. Our earth thanks you!

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. Please note that this form and all of your child's health and safety information is kept confidential and is also immediately available upon request to your child's parent(s)/guardians(s), your child's teachers and directors, the CCC health consultant, and regulatory authorities.

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.

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 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. Must be on antibiotics for 24 hours (impetigo) or sores must be no longer blistering or oozing. Encrusted sores must be covered.
- 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).
- 9) COVID: Children who test positive for COVID-19 must stay home from CCC and follow CDC guidance. COVID-19 cases must be reported the same way as any other disease on the reportable disease list.
- 10) COVID exposure: Children who develop symptoms within 10 days of exposure to a positive case of COVID must stay home, test upon symptom onset, and test again in 48 hours, returning to CCC with two negative tests and mainly resolved symptoms. Current CDC recommendations related to COVID exposure can be found here.
***Please note: Asymptomatic** children who are exposed to a person who tests positive for COVID **may attend** CCC, masking (age 2 and over) for 5 days and test on day 6 after exposure. Please let your child's teacher know if you would like your child to mask for additional days, beyond day 5, after exposure to COVID.*

ADDITIONAL COVID CONSIDERATIONS

CCC is responsive to COVID recommendations from the Office of Early Childhood, CDC, DPH, local public health, and the CCC Health Consultant.

CCC encourages all families and staff to get up-to-date with their COVID-19 vaccinations, as vaccinations are the first and most important line of defense in preventing respiratory diseases like COVID-19. Questions regarding COVID vaccinations should be directed to your child's doctor.

When a child (who has not been exposed within 10 days to someone who has tested positive for COVID) presents with mild respiratory symptoms (infrequent cough, runny nose, congestion, sore throat, etc.), families may to keep their child home, or have their child ages two and older attend CCC with layered precautions, including testing upon symptom onset and again in 48 hours, with masking indoors at CCC in between testing. Please let CCC know the results, each time; it is fine to cease indoor masking after the second negative test. Any positive test result requires following the steps above (see 9. COVID above.) If you would prefer that your child not mask upon symptom onset at CCC, please let your child's teachers know. In that case, you will be alerted to pick up your child, bring them home, and your child may return to CCC after 48 with a negative test result. CCC has a limited supply of COVID tests which can be provided to families upon request.

This policy follows federal and state disability laws, which require an individualized approach consistent with a child's IEP, 504, or IFSP. This includes providing reasonable modifications or accommodations, when necessary, to ensure equal access to in-person learning for students with disabilities.

ILLNESS PROCEDURES

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. SPECIAL HEALTH CARE NEEDS

At CCC, we believe that all children should be admitted to child care if their health, neurological development, behavior, and immune status are appropriate. If your child has a special health care need, please disclose this to the director. Confidentiality in such matters will be respected.

Most children with chronic illness 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 behaviors or have conditions which could pose a risk to themselves or others 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. This committee will consider the child's health care needs during program time, whether CCC can meet these needs, and whether CCC is the least restrictive environment for the child.

Once it has been determined that the child with special care needs may attend/stay at the program, the Director and parent/legal guardian meet to review the requirements for care. Children with special health care needs (whether medical or dental) must have a completed and signed written individual plan of care. If a physician has ordered a special medical management procedure for the child, an adult trained in the procedure must be on-site whenever the child is in attendance. If the plan indicates medical management that CCC staff is trained in (such as administering an inhaler, nebulizer, or epi-pen), the adult trained in the special medical management will be a CCC staff member. If the plan indicates medical management beyond the training of CCC staff, the family and CCC will work together to determine an appropriate person, trained in the medical procedure required, to attend to the child's needs at all times when the child is in CCC's care. This person will be hired at the family's expense, and will contract with the family to provide the medical services to the child.

5. MEDICAL EMERGENCY

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

In the event a serious injury CCC will first call 911 and have the child evaluated by emergency personnel and transported to Windham Hospital or other appropriate treatment facility, by ambulance, if warranted. Next, CCC will contact the child's parents. If the staff is unable to reach a parent, they will contact the people on the child's Emergency Form. 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 consult with your child's pediatrician as necessary to arrange for the administration of medication at home, and inform CCC of any medication that your child has taken. If your child's doctor advises that it is not possible

to administer medication entirely outside of your child's time at CCC, please request a divided dose since CCC will need the medication to stay at the school for the duration of the administration period (i.e. the medicine may not go back and forth between home and school). 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. 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). 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 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 CCC will dispose of the medication legally.

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

G. DISCIPLINE/BEHAVIORAL ISSUES

The following discipline policy is applied evenly with every child at CCC.

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 under the continuous supervision by staff

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."

Physical restraint, unless necessary to protect the health and safety of the child or other people

Coercive tactics, such as rough handling or physically forcing a child to do something

Requiring a child to remain inactive for a long period of time

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 (or at the picnic table in the play yard), for a few minutes until they are ready to join the activities again. If a child needs additional support as they learn to manage their behavior, they may be asked to 'play by a teacher,' so that the teacher may offer coregulation support until the child is able to play more independently. 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, including a preliminary assessment of the function of the behavior. Documented observations will be shared. CCC staff may also request

the parents' permission to have an outside consultant observe the child and the situation, and offer input. The goal in mind is to create an individualized plan to maintain the child's enrollment at CCC (severely limiting or eliminating the use of suspension, expulsion, and other exclusionary measures, including seclusion). CCC, the child's family, and relevant specialists will work together to develop a plan which includes strategies toward maintaining an emotionally healthy and physically safe environment for the child in question and for all the participants in CCC's program. Regular check-in meetings will be scheduled to collaboratively assess whether the plan is working, and make any adjustments necessary to help the plan succeed. If the combined efforts of CCC staff and the children's parents, including all possible interventions, have been exhausted and are not successful in resolving the situation in the best interest of the child, and 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. After the two-week period, the child will no longer be enrolled at CCC, and the registration will be terminated (or the contracted schedule will be amended in a mutually agreeable way). CCC will help the family to access alternate services as needed. This policy complies with all federal and state civil rights laws.

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, a meeting may be arranged to discuss these concerns and arrange for appropriate referrals. An explanation and documented observations, specific to the area of concern, is shared with the family. Documentation may include the child's written exchange report (see *N. Conferences/Exchanges*), Ages & Stages Questionnaire, Child Discussion Notes, or other child-specific data. Meeting attendees may include the director(s), in addition to the teachers and family.

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). Contact information for these providers will be shared and a plan for next steps is made. 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 Huggers 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 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

I. FOOD

1. FOOD ALLERGIES

CCC honors every child's food needs including restrictions due to food allergies or sensitivities. **Please alert CCC upon enrollment if your child has a food allergy or sensitivity.** The teachers will seek your consent to include your child's food allergy on a posted sign near the eating area(s), to be sure that all staff are alerted to the allergy. An individual plan of care will be created, per doctor's orders.

If your child has a documented food allergy for which medication has been prescribed, your child may only attend CCC with the prescribed medication, Medication Authorization form, and Emergency Health Care Plan signed by both the parent/guardian and the doctor; all documents must be current to one year, and the medication must be given to CCC in its original prescription container. CCC may administer the emergency medications only if we have a Medication Authorization Form signed by the doctor and the parent. Please hand your child's emergency medicine(s), 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). 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. Emergency medications shall be stored out of reach of children and easily accessible in case of emergency. The Medication Administration Forms, Medication Administration Record, and the Emergency Health Care Plan will be stored with the emergency medication. All unused medications shall be returned to the parent within 7 days or CCC will dispose of the medication legally.

CCC adjusts the Food Allergen Policy – in the least restrictive and most workable way – based on the needs of currently enrolled children and/or teachers. The level of precaution may change at any time with the addition of a person with documented allergies. CCC will notify the community via email when and if the Food Allergen Policy is updated. All members of the CCC community work together to accommodate our members' food allergy needs.

2. EATING AT CCC

Snack and lunch times at CCC are a wonderful time to practice conversation skills while enjoying nourishment together. Teachers sit with the children as part of the regular daily schedule, supporting both these emerging social skills and emerging self-care skills. Children are encouraged to work towards independence and self-sufficiency – from opening their own lunchboxes and containers to feeding themselves to cleaning up after themselves. Teachers are always close by to lend a helping hand and scaffold the learning around discrete skill development.

CCC respects the primacy of families in making food decisions for their children. Because CCC is licensed by the state and accredited by the National Association for the Education of Young Children (NAEYC), CCC also partners with families to ensure that food served at CCC is compliant with state regulations and follows accreditation guidelines. This is accomplished through a clear, predictable eating rhythm, as part of the daily schedule, and by working with families to tend food safety, preparation, and serving sizes.

Food that is eaten at CCC is prepared, stored, and served in accordance with USDA Child and Adult Food Care Program (CAFCP) guidelines, and according to state regulations. The following foods may not be served to children under age 4 at CCC: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Food must be cut into pieces no larger than ½-inch square for toddlers and twos, according to each child's chewing capabilities. All fruits and vegetables must be thoroughly washed at home before being included in lunch or snack for your child.

Children at CCC eat morning snack, lunch, and afternoon snack in a regular daily pattern that is aligned with NAEYC guidelines to serve meals and snacks at least two hours apart and not more than three hours apart. Ensuring that children are nourished enough at these times to be able to engage fully in the CCC day is key.

Please send all food in a labeled thermal lunchbox, with an icepack, as refrigeration is not provided. A non-breakable thermos may be used for warm lunches as heating of food is not provided.

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. While the goal is for children at CCC to become self-sufficient, this is a learning process, and teachers are available to support children as they work towards mastery. Uneaten lunch foods are returned to lunch boxes so that families can observe what and how much food was eaten.

CCC provides reusable snack sacks for your child's daily snacks during their enrollment at CCC. The green/black morning snack sacks and grey/blue afternoon snack sacks are lovely, washable, eco-friendly – and sized to fit easily in your child's lunchbox. The sacks are also spacious enough to send one or two food groups, portioned according to the USDA CAFCP guidelines, as shown in this chart:

from USDA Child & Adult Care Food Program (revised for CCC) Child Meal Pattern		
Snack Select Two Components		
<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>
1 fruit/vegetable fruit and/or vegetable	1/2 cup	1/2 cup
1 grains/bread³ bread or	1/2 slice	1/2 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving
cold dry cereal or	1/4 cup	1/3 cup
pasta or noodles or grains	1/4 cup	1/4 cup
1 protein product cheese or	1/2 ounce	1/2 ounce
egg ⁵ or	1/2 egg	1/2 egg
cooked dry beans or peas or	1/8 cup	1/8 cup
sunflower butter or	1 Tbsp.	1 Tbsp.
yogurt ⁶	2 ounces	2 ounces
³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ⁵ One-half egg meets the required minimum amount (one ounce or less) of meat alternate. ⁶ Yogurt may be plain or flavored, unsweetened or sweetened.		

3. DRINKS

CCC ensures that clean and sanitary drinking water is always made available at CCC. Water is served at snack times and throughout the day. Some families may choose to send another type of drink to have during lunch at CCC. Drinks that must be chilled should be included in the thermal lunchbox with icepack, or in another insulated container, as refrigeration is not provided. There are places in each classroom to store labeled drinks, or include a drink in the lunchbox.

4. SPECIAL OCCASIONS

CCC wants to celebrate important events with your child. This is most often done with a special snack, and sometimes a song or activity. Please let your child's teachers know in advance.

If you choose to bake an item to share, please send in a list of the ingredients, as CCC 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.

J. REST PERIODS

Nap time or rest time is after lunch. All children attending an afternoon session will spend a quiet rest time on a cot, generally at least one hour.

If your child (Nino & Huggler) is scheduled to attend CCC in the afternoon session, then he/she will be assigned a CCC sheet to use on his/her cot. All children may bring a small blanket and/or small pillow. Please do not send a large pillow as CCC does not have room to store these between uses. Label all items clearly with your child's name.

All bedding must be brought home to be washed weekly. The CCC sheets are high quality, 100% cotton and we

ask that families follow their laundering instructions (wash warm, tumble dry low) to help them last for years to come. Families who do not return the CCC sheet to CCC will be assessed a \$30 replacement fee.

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 written “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. Being toilet trained is not a requirement to enroll or participate in any part of our program.

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 (or speak to the director, if the concern is of an administrative nature). Parents are requested to state concerns clearly, in a calm and considerate way. If the parents do not feel that the issue was resolved after speaking with the teacher, 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 confidential meeting with relevant parties will be scheduled.

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. CONFIDENTIALITY

CCC respects the privacy and confidentiality of information pertaining to CCC’s children, families, and staff. Families’ 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 are trained each year in confidentiality, professional conduct and the CCC code of ethics.

Q. 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. 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 families and staff at any time. A copy can be printed upon request.

R. 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 forms, 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. REPORTS AND MINUTES

The monthly Teacher Reports are another source of information to keep families up to date. Included in the reports are: highlights of what is happening in the group, reminders for families, events that are taking place and upcoming events at CCC, and any newsworthy items from families.

Director Reports are published quarterly and include several topic areas, which may include notes about the CCC community, staffing, green initiatives, professional development, accreditation, marketing, and funding.

Board minutes are sent electronically to all CCC families. 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 hallway. 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
Hugglers: hugglerteachers@communitychildrenscenter.org

For general communications, questions, or concerns, email the directors:
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. One consideration is that keeping toddlers/twos together with the same educator for at least nine months is considered best practice, and encouraged. 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. 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 staff: Kindergarten teachers may visit and observe our classroom in the Spring, and Huggler teachers may visit their classrooms in the Fall. Additionally, each year, we invite parents whose children attended CCC and are currently in kindergarten to gather with CCC parents of rising kindergarteners to discuss their experiences, help paint a picture of kindergarten life, and to field any questions that may arise. 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">● Children arriving● Free play in Nino room with Ninos until 8:00
8:00-9:00	<ul style="list-style-type: none">● Free play in Huggler room
9:00-9:15	<ul style="list-style-type: none">● Clean-up time
9:15-9:45	<ul style="list-style-type: none">● Group or Story time● Morning Snack● Getting ready for outside
9:45-10:30	<ul style="list-style-type: none">● Outside play
10:30-10:45	<ul style="list-style-type: none">● Group or Story time
10:45-11:30	<ul style="list-style-type: none">● Inside free play
11:30-11:45	<ul style="list-style-type: none">● Clean up time● Group or Story time
11:45-12:30	<ul style="list-style-type: none">● Lunch
12:30	<ul style="list-style-type: none">● Morning kids go home● Afternoon kids arrive
12:30-1:00	<ul style="list-style-type: none">● Free play, inside or outside
1:00-1:15	<ul style="list-style-type: none">● Clean-up time
1:15-2:30	<ul style="list-style-type: none">● Rest time
2:30-3:30	<ul style="list-style-type: none">● Afternoon snack● Kids who slept gradually getting up● Diapering if needed
3:30-4:30 (3:15-4:15 in winter)	<ul style="list-style-type: none">● Outside play
4:30-4:45	<ul style="list-style-type: none">● Group or Story time
4:45-5:30	<ul style="list-style-type: none">● Parents arriving● Inside play with two or three things “open” for play

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 open at 9:00 am. If they have early dismissal, CCC will close at 12:30. If they are open for the school day and cancel after-school and evening activities, CCC will close at 3:00 pm. 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, like [WFSB](#) or [NBC](#).

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 in the short term.

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. 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 front door is locked except for child arrival and departure times at the beginning and end of the day
- 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 are 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 a 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 quarterly 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 for furthering various projects for CCC.

There are two social events a year that are designed for full participation by all CCC families. The first, in September, is to welcome new families and to introduce them to the staff and other CCC families. This usually takes the form of Meet & Greet for each group. The second gathering in June is pot luck dinner/end-of-year celebration for the whole school. There are also often other gatherings throughout the year. These are social functions which allow families and staff to get to know each other better.

Families are required to participate in the two work weekends, or pay a Buy Out fee that may be used to purchase materials for the scheduled work. This is a wonderful opportunity to get together, work together, and get to know one another more.

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. Please note that families who help drive must provide current car insurance information to CCC.

All families are members of CCC and are collectively responsible for helping to keep the center running smoothly. 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 quarterly 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.

MEMBER AT LARGE

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 quarterly board meetings.
2. Head the Grounds Committee to include assisting with 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. Help 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.

GROUND'S 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.

FUNDRAISING 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 at large 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 quarterly 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 three quarters (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 twothirds (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

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

In the event a serious injury CCC will first call 911 and have the child evaluated by emergency personnel and transported to Windham Hospital or other appropriate treatment facility, by ambulance, if warranted. Next, CCC will contact the child's parents. If the staff is unable to reach a parent, they will contact the people listed on the child's Emergency Form. 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.

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): _____



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	
Primary Health Care Provider:	<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	
Name of Dentist:		
Health Insurance Company/Number* or Medicaid/Number*		
Does your child have health insurance? Y N Does your child have dental insurance? Y N Does your child have HUSKY insurance? Y N		

If your child does not have health insurance, call 1-877-CT-HUSKY

* 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	Very high or low activity level	Y	N	Emergency room visits	Y	N
Any problems with vision	Y	N	Weight concerns	Y	N	Any major illness or injury	Y	N
Uses contacts or glasses	Y	N	Problems breathing or coughing	Y	N	Any operations/surgeries	Y	N
Any hearing concerns	Y	N				Lead concerns/poisoning	Y	N
Developmental — Any concern about your child's:						Sleeping concerns		
1. Physical development	Y	N	5. Ability to communicate needs	Y	N	High blood pressure	Y	N
2. Movement from one place to another	Y	N	6. Interaction with others	Y	N	Eating concerns	Y	N
3. Social development	Y	N	7. Behavior	Y	N	Toileting concerns	Y	N
4. Emotional development	Y	N	8. Ability to understand	Y	N	Birth to 3 services	Y	N
			9. Ability to use their hands	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 providers 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

Part II — Medical Evaluation

CD 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

*Vision Screening <input type="checkbox"/> EPSTDT Subjective Screen Completed (Birth to 3 yrs) <input type="checkbox"/> EPSTDT Annually at 3 yrs (Early and Periodic Screening, Diagnosis and Treatment) Type: <u>Right</u> <u>Left</u> With glasses 20/ 20/ Without glasses 20/ 20/ <input type="checkbox"/> Unable to assess <input type="checkbox"/> Referral made to: _____	*Hearing Screening <input type="checkbox"/> EPSTDT Subjective Screen Completed (Birth to 4 yrs) <input type="checkbox"/> EPSTDT Annually at 4 yrs (Early and Periodic Screening, Diagnosis and Treatment) Type: <u>Right</u> <u>Left</u> <input type="checkbox"/> Pass <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Fail <input type="checkbox"/> Unable to assess <input type="checkbox"/> Referral made to: _____	*Anemia: at 9 to 12 months and 2 years <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 70%; padding: 2px;">*Hgb/Hct:</td> <td style="border: 1px solid black; width: 30%; padding: 2px;">*Date</td> </tr> </table> *Lead: at 1 and 2 years; if no result screen between 25 – 72 months Lead poisoning ($\geq 10\mu\text{g/dL}$) <input type="checkbox"/> No <input type="checkbox"/> Yes	*Hgb/Hct:	*Date
*Hgb/Hct:	*Date			
*TB: High-risk group? <input type="checkbox"/> No <input type="checkbox"/> Yes Test done: <input type="checkbox"/> No <input type="checkbox"/> Yes Date: _____ Results: _____ Treatment: _____	*Dental Concerns <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Referral made to: _____ Has this child received dental care in the last 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 70%; padding: 2px;">*Result/Level:</td> <td style="border: 1px solid black; width: 30%; padding: 2px;">*Date</td> </tr> </table> Other:	*Result/Level:	*Date
*Result/Level:	*Date			

*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
---	-------------	--

Child's Name: _____ Birth Date: _____

HE-V. 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
	†Recertify Date _____	†Recertify Date _____	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 ¹	1 dose after 1st birthday ¹	1 dose after 1st birthday ¹	1 dose after 1st birthday ¹	1 dose after 1st birthday ¹
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 ¹	1 booster dose after 1st birthday ¹	1 booster dose after 1st birthday ¹	1 booster dose after 1st birthday ¹	1 booster dose after 1st birthday ¹	1 booster dose after 1st birthday ¹
Varicella	None	None	None	None	None	None	1 dose after 1st birthday or prior history of disease ^{1,2}	1 dose after 1st birthday or prior history of disease ^{1,2}	1 dose after 1st birthday or prior history of disease ^{1,2}
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 ⁵	1 dose after 1st birthday ⁵	1 dose after 1st birthday ⁵	2 doses given 6 months apart ⁵	2 doses given 6 months apart ⁵
Influenza	None	None	None	1 or 2 doses	1 or 2 doses ⁶	1 or 2 doses ⁶	1 or 2 doses ⁶	1 or 2 doses ⁶	1 or 2 doses ⁶

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 HibOC (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

<p style="text-align: center;">from USDA Child & Adult Care Food Program</p> <p style="text-align: center;">(revised for CCC)</p> <p style="text-align: center;">Child Meal Pattern Snack</p> <p style="text-align: center;">Select Two of the Four Components for a Reimbursable Snack</p>			
Food Components	Ages 1-2	Ages 3-5	
1 fruit/vegetable fruit and/or vegetable	1/2 cup	1/2 cup	
1 grains/bread³ 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	
1 protein product cheese or egg ⁵ or cooked dry beans or peas or sunflower butter or yogurt ⁶	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	
³ Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁵ One-half egg meets the required minimum amount (one ounce or less) of meat alternate. ⁶ 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.)
- *APPLE SAUCE
- *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 Orientation 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 COVID-19 Addendum
 - 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
ninoteachers@communitychildrenscenter.org and/or
hugglerteachers@communitychildrenscenter.org
 - Accident/Incident/Illness forms
 - Board Meetings
 - Annual Program Evaluation
 - Weekly team & teacher meetings
 - Work Weekends
 - Cell phones and photos

Signature parent/guardian _____ date _____

Signature staff _____ date _____

*Please file in child's file upon completion.
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