

Villa Divino Amore Preschool

Parents' Handbook Policies and Procedures



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A Brief History of Our Congregation **Little Workers of the Sacred Hearts**

Monsignor Francesco Maria Greco was the pastor of a poor but expanding parish in Acri, a town located in Calabria, Italy. In 1894, he petitioned several religious congregations to send Sisters to provide secular and religious education to the children of the town. When every religious community refused his request, Monsignor Greco approached a devout catechist named Raffaella DeVincenti and asked her assistance in starting a new religious congregation. Together, Monsignor Greco and Sister Maria Teresa DeVincenti founded the religious community town known as Le Piccole Operaio dei Sacri Cuori – The Little Workers of the Sacred Hearts of Jesus and Mary.

From its humble beginnings in Acri, the work of the congregation spread rapidly throughout Calabria, to Rome and northern Italy. Founded in charity and with a particular devotion to the poor, the congregation became actively involved in several apostolates – education (nursery school, kindergarten, elementary school, high school, university and catechetics) the staffing of orphanages and parish ministries, social work, and the caring of the aged and the infirmed in hospitals and nursing homes.

In October 1948, nine Sisters left Calabria to begin a new apostolic mission in the United States. They came specifically to Stamford to expand their catechetical work...namely the formal education and spiritual development of young children and adolescents. Upon their arrival, the Sisters staffed Saint Basil's Preparatory School as well as the Bishop's chancery. With God's help, the Sisters eventually established two educational institutions in Stamford – Our Lady of Grace Nursery School and Kindergarten in 1962 and Villa Divino Amore Nursery School in 1989 Both of these facilities have provided a much needed service to the local community that has particularly benefited the children of working parents. For close to 40 years, over 4,500 children have been educated in this loving and nurturing environment.

In addition to the efforts on our own schools, several of the Sisters are involved in religious education programs in local parishes in Stamford- Saint Benedict / Our Lady of Montserrat, Saint Maurice and Saint John the Evangelist. The sisters, Little Workers of the Sacred Hearts have gone on to establish preschools and nursery schools in Philadelphia, Pennsylvania, Washington DC and Riverdale, Maryland. Internationally, they have opened convents across Italy and established missionary houses and novitiates in Argentina, Albania and India.

In 2000, the Little Workers of the Sacred Hearts established a Formation House in Stamford – a residence dedicated to the spiritual development of candidates wishing to join the congregation. This facility also serves as a gathering place for special religious education programs for area teens.



The Staff

Our staff includes the Little workers of the Sacred Hearts, lay assistants, volunteers and professional consultants. The Sisters serve as Director, Head Teacher and Teachers. They have each completed all the requirements prescribed for Early Childhood Education and have many years of teaching experience in this particular field, both here and abroad. In addition, they continue to complete coursework and participate in workshops and lectures in order to continuously improve their knowledge base and teaching methods.

Volunteers are those parents and adults who meet state and, ethical requirements and who help the Sisters with classroom and field trip activities, the serving of lunches and snacks, and the supervision of playground activities. Qualified volunteers are always welcome at the School, and the Sisters are most grateful for their valuable assistance.

Special professional consultants include a doctor, dentist, nurse, social and educational consultant. As a supplement to the above mentioned staff members, the State of Connecticut assigns a nurse and dental hygienist who make periodic visitations to licensed facilities such as ours.



Philosophy

The Little Workers of The Sacred Hearts, operate Villa Divino Amore Preschool as an integral part of a Catholic educational program and also as a service to the general community, regardless of race, nationality, sex or creed.

The Sisters strive to provide quality care and learning opportunities to children in an atmosphere where Catholic values and Christian charity are evident. The Sisters thereby affirm their total commitment to the educational well of young children and to the advancement of harmony in family life.

Jurisdiction / License / Membership

Villa Divino Amore Preschool fully complies with the educational regulations of the Diocese of Bridgeport.

In addition, this facility fully meets the legal and operational requirements of a Child Day Care Center of the State of Connecticut and are therefore licensed by the state.

Both facilities maintain membership in the Southern Fairfield County Association for the Education of Young Children (SFAEYC), the Child Care Association of Stamford and the regional United Way .

Program Goals and Objectives

In general, our school strives to provide a program and environment that educates the whole person. The program is designed to prepare, in every possible way, children from the ages of 3 to 5 for their years in elementary school. The program is so conceived to make young children feel loved, secure, self-confident and to be respectful to others. Specifically, the program emphasizes the following developments.

1. **Spiritual Development**: With a focus on the development of the child's love of God and neighbor by means of basic prayers and hymns and an application of the Ten Commandments.
2. **Cognitive Development**: With a focus on the child's ability to recognize and position himself/herself in the world in which he/she lives. Includes information about self such as name, address, phone number and other important developmental concepts such as recognizing colors, distance, size, coins, seasons, dates, etc., as well as counting and sorting.
3. **Language Development**: With a focus on the child's ability to listen, understand and remember as well as to speak and recite clearly. Also including an introduction to the alphabet.
4. **Creative Development**: With a focus on the child's ability to draw a human figure and to distinguish particular features and shapes. Includes finger painting, drawing and the making of collages and other arts and crafts.
5. **Social Development**: With a focus on the child's ability to recognize his/her own role and the responsibilities of that role in a social atmosphere. Includes a positive relationship with adults and peers, co-operative play, sharing, taking turns, helping others and staying with the group.
6. **Emotional Development**: With a focus on the child's self-control of his/her words, actions and feelings as well as the child's awareness of the rights of others. Includes following directions and completion of required assignments.



Physical Facilities

Villa Divino Amore Preschool has two clean and well organized classrooms with modern equipment. Both classrooms are appropriately designed with pictures, charts and posters promoting the visual education of the children. In addition, the classrooms are colorfully decorated at various seasons of the year, especially at Christmas, Easter and other major holidays.

Outdoors, there is a newly renovated play area with modern, state-of-the-art equipment.

Parental Participation

One of the criteria by which we assess potential students is a pledge of parental involvement and participation. Over the years, our school has enjoyed the support of a very active Parents' Association which hosts at least one major fundraising activity per year. These projects offer an opportunity for the parents to get to know each other as well as the opportunity to consistently improve school facilities.



Supervision Policy

- 1 staff for every 10 children over the age of three years old.
- At no time should the group size exceed 20 children over the age of three years old, even if ratios are being observed.
- Group size shall be observed in the classroom, gym, bathrooms, outdoors
- Children must be supervised by sight and sound at all times including nap time and during transportation.
- Staff shall position themselves to see as many children as possible.
- NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME

Field Trips

- Staff/child ratios will be maintained while outside of the building
- All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.
- Staff must supervise children while they are using the bathrooms
- Transportation - to/from school: All children will be supervised by sight and sound while getting on and off any mode of transportation.

Playground/Outdoors

It is the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Children will be escorted by the staff to their designated play areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner.
- Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before reentering the building.
- Staff may not leave children unattended or out of state-permitted ratios and group sizes.
- Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- Staff will have a phone outside at all times in case of emergency.

Registration / Orientation

Registration of new students takes place during the month of January. Registration forms are available at the school office as well as on-line at www.villadivinoamore.com. The registration fee must accompany the completed registration form to be accepted.

At the time of registration, the Director will explain the philosophy and program format of the school, will conduct a tour of the facilities for the parent(s)/guardian(s) and the new student, and will answer any questions the parent(s)/guardian(s) may have.

Also at the time of registration, a medical form will be given to the parent(s)/guardian(s). The family physician, after giving the child a medical examination, should complete the form, which must be returned to the school office.

During the summer months, the newly enrolled child has an opportunity to spend a half day or full day at the school so as to familiarize himself/herself with the staff, children and schedule.

Eligibility

Children who are “fully toilet-trained,” in good health, and at least three years of age are eligible for acceptance at our institution. We welcome all children who meet these requirements – regardless of race, nationality, sex or creed.

Session

Our institution operates on a year-round basis, Monday through Friday, 7:45AM to 5:00 PM. The school closes for summer break during the full month of August.

Tuition

Weekly tuition fees are based upon a five day program for both 3 and 4 year olds.

- Full tuition payment is required **even if your child is absent** from school
- **Tuition fees are payable each Friday** for the ensuing week.
- Payments can also be made monthly, at the beginning of each month

Dress Code / Uniforms

Villa Divino Amore School has implemented a dress code for our students, in order to create an atmosphere of uniformity among the children. The dress code is in place beginning the first day of school and throughout the entire school year.

Lands End is our preferred uniform provider.

Lands End accepts phone and internet orders. They also have a “Preferred School Contribution Program” which will donate 3% of your net sales from the Lands’ End School Catalogs and Lands’ End School web pages back to Villa Divino amore School, but the preferred school number must be included when placing the order.

Lands’ End Preferred School number: **900109521**

Lands’ End Phone Number: 1-800-469-2222

Lands’ End Website: www.landsend.com/school

Step-by-step Online Ordering Instructions:

1. Go to www.landsend.com/school choose the category (uniforms for boys or girls.)
2. Choose the appropriate size range.
3. Select the product category (jumpers, polo’s, pants, shorts, etc...)
4. Select the item and click the size next to the color you would like. (If you need help with sizing, you may click on the size chart link.)
5. Enter your preferred school number (900109521) in the box that appears after item is ordered.
6. Place item in your shopping bag and continue shopping or proceed to check out.

Required Uniform:

Girls: White round neck collar blouse/Peter Pan blouse
Navy classroom pullover jumper
Navy crew cardigan sweater (optional)
White or navy tights

Boys: White knit collared polo shirt
Navy uniform pants
Navy v-neck sweater

From June to August:

Girls and Boys may wear a white knit collared shirt or gray t-shirt and navy shorts.

(Gray t-shirts with Villa Divino design available for purchase from Director.)

Medical and Dental Requirements

Upon enrollment, a full and complete medical and dental record is required for each child. All allergies and existing medical conditions must be clearly identified and reported to the school director.

By state mandate, it is necessary for each enrolled child to have an annual physical check-up. The State of Connecticut, Department of Health Services, further requires that each child's medical record be updated once a year, and all children must be current on required immunizations for their age.

The following are the mandated requirements for enrolled students:

<u>Recommended Age</u>	<u>Vaccine(s)</u>
2 Months	DPT, OPV
4 Months	DPT, OPV
6 Months	DPT, (OPV optional)
15 Months	MMR
18 Months	DPT, OPV
4-6 Years	DPT, OPV
- Yearly	Influenza

Student Sickness Policy

Your child's health is an important factor in his/her receptiveness to learning. A student who is ill does not benefit from the learning experience. Additionally he/she can spread his/her infection to others. Therefore, the following guidelines have been established and should be followed by parents:

1. Students with an oral temperature of 99.6 or higher will be sent home at the discretion of the Program Director and/or the school nurse. Children with no fever who manifest symptoms of an illness may also be sent home.

2. Students sent home with a fever are to remain home the following day and are not to return to school until they are fever-free, without medicine, for 24 hours.
3. Students, who have vomited during the night or in the morning are not to be sent to school until they have gone 24 hours without vomiting
4. Students who have been sent home from school due to vomiting or diarrhea are to remain home the following day.
5. Students returning to school after having any prolonged illness, injury or hospitalization must have a doctor's note for re-entry. A physician's note is also needed for a prolonged gym excuse.
6. Students with conjunctivitis (pink eye) must remain out of school for 24 hours after treatment has begun.
7. Students who are on antibiotics must take them for a full 24 hours before returning to school.
8. Students diagnosed with *pediculosis* (head lice) must remain out of school until after a treatment has been applied. **Please inform the Director if you even suspect your child may have head lice and** to allow the school nurse an opportunity to check classmates and stop the spread of *pediculosis*.
9. Students should report all in-school injuries to the Program Director. Please send in a note for any out-of-school injury.
10. If you plan to be away, please send in a phone number where you can be reached if your child becomes ill and the name and phone number of a person who is available to pick-up your child.
11. Please report to the classroom teacher and school nurse any concerns that might affect your child's learning. (Family member away, family member ill, death of a relative, etc.)
12. Emergency forms must be updated as necessary in order for us to be of service to your child when the need arises.
13. Students who are coughing excessively will be sent home.
14. Medications administered in school must have a physician's order and parent's signature. Medication CANNOT be transported to or from school by students. 15. If your child has an unexplained rash, please contact your physician before sending the child to school.

It is the policy of the school that we will not administer medication to any child (with the exception of an Epi Pen, Benadryl and an asthma inhaler)

Your child's health and safety are our top priority. Therefore, a sick child who may pose a threat to the health of other children will not be permitted to attend school until he/she has recovered.

"Sick" children are those showing any of the following symptoms:

- Runny nose with green or yellow discharge
- Fever of 100 degrees or more
- Diarrhea, green or yellow stools or other unusual color
- Liquid stools and/or frequent stools
- Vomiting
- Unidentifiable rash
- Any contagious disease or infection
- Excessive crankiness or irritability
- Head lice or eggs

If a child develops any of the above mentioned symptoms while in school, the staff will notify the parents immediately and preparations will be made to have the child taken home. A staff member will accompany the child to an isolation room and will stay with him/her until a parent arrives.

Please note that once you are contacted, you should make every effort to pick up your child within a reasonable time frame. In instances when children are not picked up within a reasonable time frame (i.e. after an hour), emergency contacts listed on your child's Emergency Form will then be contacted. Please inform the staff if your child has been exposed to or has contracted a communicable disease so that other families may be notified.

Medical Guidelines

For students who may require those medications listed to be administered by school personnel or those who may have allergies or other special medical needs, we require completion of the (white) Medical School Form, (white) Emergency Health Care Plan Form and (pink) Authorization for the Administration of Medicine By School Personnel Form. These forms are available from the school office and must be completed by the parent/guardian AND the child's doctor and returned to the school office as soon as possible.

Per established school policy, the staff of Villa Divino Amore Preschool are not permitted to apply sun screen to any child. However, should this be a particular concern, parents are strongly encouraged to apply sun screen to their own child before they drop their child off for school in the morning. Our children are closely monitored while outdoors to ensure that no one is over-exposed to sun and excessive heat. Children are immediately placed under the shelter of tent structures or returned indoors to play should exposure to sun, temperature or humidity become a concern.

Arrival / Departure

Arrival: The school opens at 7:45AM. Monday through Friday

When transporting your child to and from school, the parent(s)/guardian(s) should drive slowly and carefully upon entering and leaving the school premises.

When bringing your child to school in the morning, the parent(s)/guardian(s) cannot drop the child off at the driveway, but must stop the car and bring your child **inside** the school building.

The parent/guardian is responsible for removing the child's coat, hat, gloves and boots and for acknowledging the child's arrival with the teacher or another staff member.

The parent(s)/guardian(s) should make it a point to say goodbye to the child, even if tears occur. In this way, the child will know that the parent has not vanished, but will return at the end of the day.

Departure: The school closes at 5:00 PM, Monday through Friday
(Unless otherwise informed)

In the event that a parent/guardian is delayed, he/she should immediately inform the school office.

At the end of the day the parent/guardian should collect the child's belongings including work completed at school and homework assignments.

The parent/guardian should make contact with the teachers to allow the child to say goodbye, and to get a brief report of the child's day at school.

No child will be released from the school to an unauthorized person.

For a person to be authorized to pick up the child, written permission from the parent(s)/guardian(s) and proper identification of the individual are required. This includes grandparents, other family members and friends of the family.

A list of individuals authorized to pick up your child will be kept on file at the school.

The parent(s)/guardian(s) are responsible for signing the child in and out each day!

** When on school premises please lock your vehicle and take along all valuables.

The school is not responsible for missing, stolen or damaged personal property.**

Late Pick-Up Policy

- Two staff members (18 years or older) will remain with the child
- Time frame for late pick-up - 30 minutes after school closing at 5:00 PM
- Parents or emergency contacts
- Alternate pick up person
- Notification of police department

1. Two staff members 18 years of age or older will remain with the child at all times.

2. If the child has not been picked up within **30 minutes** of the child's scheduled pick-up time, a staff person will attempt to contact the child's parents/guardians using their home, work, cell and emergency numbers provided as well as the parents' emails.

3. If parents cannot be reached, the staff person will attempt to call the emergency and authorized alternate adults provided by the parent/ guardians at the time of enrollment.

4. The police will be called after **two hours** if parents or other adults specified on the *permission to release forms* cannot be reached. At that time the child may be released to the police. The non-emergency number for the Stamford Police Department is **203-977- 4444**.

Daily Schedule: Three Year Old and Four Year Olds

Morning Schedule

- 7:45 – 8:30 Arrival of children, greetings, supervised free play. (Such as table toys, board games, puzzles & educational videos in the playroom area.)
- 8:30 – 9:00 Music and appropriate songs and hymns & morning snack.
- 9:00 – 9:15 Group Prayers
- 9:15 – 10:15 Structured work period (Following directions, matching, number and color recognition, alphabet, etc.) / Ballet & Gymnastics class. (Fridays)
- 10:15 – 10:45 Outdoor playground activities
- 10:45 – 11:00 Clean-up & lavatory
- 11:00 – 11:45 Lunch
- 11:45 – 12:30 Outdoor playground activities/ Music, stories or videos

Afternoon Schedule

- 12:30 - 12:45 Clean-up & lavatory
- 12:45 – 3:00 Nap time / Rest on cots
- 3:00 – 3:15 Clean-up, lavatory and listening to quiet music.
- 3:15 – 3:30 Snack
- 3:30 – 5:00 Outdoor playground activities
- 5:00 Departure time

In the event of inclement weather, all educational and recreational activities will be held in the individual classrooms.

Indoor Time

During scheduled activities and less structured times during the day, the children are divided into small groups with the appropriate number of staff members to maintain a relaxed environment. There is always a sufficient number of staff members on hand to maintain the required State ratio of one-to-ten and to supervise the children responsibly and safely.

Routines are followed whenever possible; however, teachers are flexible in changing activities so as to maintain small groups when the children lose interest in one activity and want to move on to another. Specific eating and sleeping times are arranged, and group and room arrangements are indicated on the schedule.

Alternative areas at the school are utilized whenever necessary to encourage small group participation and to maintain a favorable environment.



Outdoor Time

The daily schedule provides playground periods for the children. Under supervision of the staff, the children enjoy modern and safe play equipment. Members of the staff spend the outdoor time interacting, but not interfering in the children's play. Children always have a staff member in close physical proximity at all times.

Library

In each classroom, there is a corner library with many children's books and periodicals. Here the children have the opportunity to browse through interesting books or to choose books from which the teacher can read aloud.

The library is updated with new books and periodicals via school purchases and donations from parents. Also included in the library facilities are many educational videos on a variety of subjects for children of nursery and kindergarten school age.

Snack Time / Lunch Time

Villa Divino Amore Preschool cannot serve hot lunches to the children. Please plan to provide your child with his/her nourishing and well-balanced lunch, as well as morning and afternoon snacks and milk/juice beverages. The food should be neatly packed in a sturdy lunch box (not in lunch bags) with the child's name labeled on top. Hot food should be packed in a thermos; cold food should be stored in the lunch box with an ice pack inside. For nutritional snacking, we recommend fresh fruit, carrot sticks, Jell-O, yogurt or pudding. Please avoid candy, gum and other sugary items.

Villa Divino Amore is a **NUT-FREE** and **POP CORN FREE** school. A growing number of children have nut allergies and can become seriously ill. In addition, children can choke on pop corn pieces which causes a health emergency.

Nap Time / Rest on Cots

According to the schedule, nap time or rest on cots takes place each afternoon from 12:45 to 3:00PM.

The school provides each child with a cot for his/her exclusive use. Each child should have a bath –size towel, with his/her name on it, to be placed on the cot at naptime. The towel will be sent home to be laundered.



Progress Report

The school will provide a progress report at the end of the school year, if requested by the parents or by a new school to which the child is transferring.

Parental Visitation and Communication

The school program maintains an open door policy at all times, and parents are welcome to visit. It is beneficial for the children when a parent can spend some time with them at the school, so we encourage parents to visit whenever convenient.

Daily communication is a most important aspect of a successful education program. Parents are encouraged to communicate with their child's teacher on a regular basis especially at departure time. This has proven to be a productive time for parent/teacher communication about your child.

If parents wish to have a lengthier parent/teacher conference, they are requested to call for an appointment. If a parent has a question or concern about the child's behavior in the classroom, the parent should first discuss the matter with the child's classroom teacher.

A school newsletter is issued in September and January which gives specific information on various events and activities during the school year.

Birthdays

Each child's birthday is celebrated in class. We encourage parents to send in a special birthday treat such as cupcakes or ice cream cups.

Photos

In the fall, the school makes arrangements with a professional photographer to take individual photographs of your child.

Parents will be notified approximately two weeks in advance of the photo date so that the children can wear their colorful best for the photo session. Parents will have the option of purchasing the photos.

Field Trips

During the fall and spring, the children, accompanied by staff members, take walking trips around the block and field trips within walking distance of the school.

Permission slips must be signed and returned to the school office beforehand.



Special Events

Special events at the school include: Halloween Party, Christmas Party, Valentine's Day Party, Easter Egg Hunt, Magic Shows and Child craft Presentations.

Holiday/Vacation Closings

The School will be closed on the following days and periods throughout the year:

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

New Year's Day

President's Day

Good Friday

Memorial Day

Feast of the Sacred Heart - June

Summer Vacation – Month of August



Disciplinary Norms

The school day begins as early as 7:45 AM – Monday to Friday.

During the class period, the children are to remain in the classroom until dismissed by the teacher. No child will be excused from the class unless a written excuse from parent or guardian is presented beforehand. Children are not to eat candy or chew gum in class.

Each child will take good care of his/her belongings as well as school property. Children are encouraged to follow the “Golden Rule.” – *“Do unto others as you would have others do unto you.”* Therefore, children are not to call others bad names; not use bad language; not to push, hit or fight; not to answer teachers back; not to tell lies, etc. Rather, children are expected to demonstrate good manners. They are to say “Please,” “Excuse Me,” “Thank you,” as appropriate. They are to follow guidance and direction of the teacher; they are encouraged to be kind, truthful and helpful to all.

The teacher will treat the children justly and charitably. She will be firm but kind. She is always eager to help the children. She will observe and command positive behavior. The teacher will not be abusive nor will she use corporal, humiliating or threatening punishment under any circumstances. The teacher will give clear, consistent and complete directions to the children. If a child does not follow directions, then the teacher will speak to the child privately and repeat the directions in simple words. The teacher will set limits and advise children of the consequences of repeatedly not following directions. If a child has to be removed from the group for repeated misbehavior, he/she will be sent to a location where visual supervision by the staff will be maintained. Utilizing a “Time-Out” format, the child will be removed from the group for no longer than 3 to 4 minutes, depending on the age level of the child.

No child shall be physically restrained

Severe Weather or Other Emergencies

In the event of a severe weather emergency (i.e., snowstorm, hurricane, tornado or other disaster) the Director or Head Teacher will and inform Channel 12 of the early closing time of the school.

Parents/guardians should check local media for the early closing time and should come to the school to pick up their child as soon as possible. If parents/guardians do not have access to the radio announcement of the early closing, they should phone the school for information.

If parents cannot be contacted or are unable to pick up the children, the City of Stamford will provide necessary transportation to a designated city shelter, as per confirmation of the emergency Management Officer for Stamford. The staff will supervise the children as they wait for their parents/guardians or for the necessary transportation to be provided by the City of Stamford.

Plan for Handling an Accident / Emergency

Several staff members are certified in first aid procedures by the American Red Cross and in CPR by the American Heart Association.

In case of a minor accident, first aid will be administered by one of the certified staff. Relative to the severity of the incident, parents will be notified of any minor accident and of the first aid procedure administered by the end of the day.

In case of a serious accident, the following steps will be implemented; first aid will be administered by one of the certified staff members and the 911 emergency numbers will be called. Parents will be immediately notified as well as the school doctor. If the child has to be taken to the hospital emergency room, a staff member will accompany and stay with the child until the parents arrive at the hospital.

If the parents cannot be reached, one of the emergency contacts provided on the signed "Emergency and Medical Health Record" form will be notified. **Parents should notify the school office of any changes in emergency phone numbers or pediatrician's phone number.** This is necessary so that the school files can be updated and current.

Plan for Handling a Fire Emergency

The school is in compliance with all fire safety regulations of the City of Stamford, Glenbrook Fire District. Periodically throughout the school year, fire drills are held in order to familiarize the staff and children with the proper exit and safety procedures.

In each classroom there is a fire alarm system which is electronically controlled and monitored.

If the fire alarm is activated, armed with an emergency phone list, will lead out the children from her classroom to the nearest exit.

The staff members and children will proceed to the outdoor playground area. Each staff member will take a roll-call to make certain all children are present and accounted for.

A staff member will make a final check of the restrooms, the kitchen and hallways to make certain all of the adults and children have safely exited the building. If a staff member is unable to re-enter the building to use the phone, she will use alternative means to contact parents.

Communication Procedure

In general, if a parent has a question or concern about the school policies or the child's welfare, he/she should discuss the matter directly with the classroom teacher.

If the classroom teacher cannot resolve the matter, the matter should then be referred to the Operator/Director of the school. In the event that the matter cannot be resolved by the Operator/Director, a parent can finally refer the matter to a higher authority, such as Day Care Specialist for the State of Connecticut. These are the proper channels of procedure. A parent should not by-pass the teacher or the Operator/Director of the school to achieve a satisfactory resolution. As per the State of Connecticut regulations, specific information about the complaint procedures are posted on the bulletin board near the school entrance.

GUIDELINES FOR CHILD ABUSE & NEGLECT POLICIES & PROCEDURES

- Policies will be reviewed annually and as needed by program staff and consultants
- Implementation of child abuse and neglect policies and procedures is a necessary component of child abuse and neglect prevention strategies in a program or facility that serves people under the age of 18.

Child abuse and neglect policies and procedures should include (but are not limited to) the following:

- A statement that the facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility.
- The Department of Children and Families *Care Line* telephone number to call for reporting abuse or neglect is **1-800-842-2288**.
- Staff responsibilities should they witness, or become aware of, abuse or neglect of a child enrolled in the program or facility.
- Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a staff member abused or neglected a child.
- Information that staff are protected by law from discrimination or retaliation for reporting abuse or neglect.
- Staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- Documentation requirements and records to be maintained.
- Provisions for informing parents of the facility's abuse and neglect policy and procedures.

Villa Divino Amore Nursery School Abuse and Neglect Policy

Child Abuse and Neglect Policy

As child care providers, we are mandated by law to report any suspicion that a child is being abused, neglected or at risk. We will report and document any suspected abuse or neglect to DCF as clearly outlined by OEC and DCF.

This school supports **zero tolerance** for abuse and neglect and will implement immediate action should there be an allegation that a parent, guardian or staff member has abused or neglected a child.

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

Child Abuse includes:

1. Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
2. Any form of sexual abuse (i.e. sexual exploitation)
3. Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
4. Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
5. At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as:

A child who has had non-accidental physical injuries inflicted upon him -Injuries which are at variance with the history given of them -Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as: A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being

Staff Training and Responsibilities:

Training:

- Staff will focus on the steps for reporting suspected abuse and neglect and the role of a mandated reporter.
- All new staff will be trained in these procedures prior to their start in the classroom.

Specifics on reporting a suspected case of abuse or neglect:

- As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.
- We are required to call the Department of Children and Families (open 24 hours a day) at **1-800-842-2288**.
- The reporter's name is required, but may be kept confidential

Information needed:

1. Name of child/Date of birth
2. Address of child
3. Phone number of child
4. Name of parents or guardians
5. Address of parents or guardians
6. Phone number of parents or guardians
7. Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
8. Exact description of what the reporter has observed
9. Time and date of incident
10. Information about previous injuries, if any
11. Circumstances under which reporter learned of abuse
12. Name of any person suspected of causing injury
13. Any information reporter believes would be helpful
14. Any action taken to help or treat the child
15. Seek medical attention for the child if needed.

Mandated Reporters

- Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected.
- Within 48 hours of making the report, the mandated reporter must submit a written report to DCF.
- Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect.
- All phone calls to DCF shall be documented and kept on file at the Center.
- A copy of all staff statements and the DCF-136 shall also be kept on file.
- The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.
- The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.
- Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

Provisions for informing families of abuse and neglect policy:

- A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment.
- A copy of this policy will also be posted on the parent board.
- When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF.
- Healthcare officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.