Playtots Preschool

Parent Handbook

Revised November 10, 2026

Easton Community Center
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Carole Lisi, Director · clisi@eastoncc.com

Welcome

Welcome to Playtots Preschool. This handbook will help you with questions you may have regarding our school and its policies. Please read it carefully so you will be familiar with our practices. If you have any questions, please contact us. We look forward to a great year of fun and learning.

Staff

Our Playtots Preschool staff includes highly qualified individuals hired for their education, training, and experience with young children. Every class has two teachers who are with the children for the whole class day, and our five-day Pre-K has three. Our aides work across our classrooms, giving extra support wherever it's needed.

Our staff members are certified in first aid and CPR.

Preschool Director

Carole Lisi

Assistant Preschool Director

Ellen Geaney

In the Preschool Director's absence, Ellen Geaney, Assistant Preschool Director, assumes responsibility for daily operations and supervision of the preschool program.

Our Philosophy

The Playtots Preschool program promotes the social, emotional, physical, sensory, and educational growth and development of our young students in a friendly, nurturing, and safe environment. We provide children with numerous hands-on experiences and introduce them to new themes, activities, songs, and games while they interact socially with other children and have fun!

Registration and Tuition Policy

Registration for the upcoming school year begins on the second Monday in November for currently enrolled families and their siblings, and on the fourth Monday in November for new families. A non-refundable application fee of $100 and a deposit of 5% of tuition are both due at registration. The deposit will be applied toward tuition. The remaining tuition may be paid in full by August 15 or in 10 monthly payments due on the 15th of each month, August through May, as described in the Payment Contract. Before- and after-care services will be billed monthly for the month of service. All tuition payments are non-refundable except as described below, and you must sign the Payment Contract.

Provisional Enrollment

The first 30 days will be a trial period, during which either party may terminate the contract without notice. After the first 30 days of enrollment, the Withdrawal from Preschool Policy applies.

Withdrawal from Preschool Policy

If a family withdraws their child from Playtots Preschool, the $100 application fee, the deposit, and the first monthly payment (due August 15) are non-refundable. For families who paid in full, one-tenth of the year's tuition is non-refundable. If you withdraw by the end of the 30-day trial period, any tuition you have paid toward later months will be refunded. After the trial period, families are responsible for the full year's tuition under the Payment Contract, whichever payment plan they chose. The Director may review special circumstances.

Financial Assistance

Through the EVERYone Fund, the Easton Community Center offers financial assistance to families who need help with tuition. The fund is made possible by community support, and the amount available each year is limited. Requests are handled privately; to learn more, please speak with the Director.

Family Involvement/Access to Program and Facility

Our center has an open-door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips. Volunteers are more than welcome.

Communication

Communication with parents and families is very important to us. To ensure we share information with you on time, we send schoolwide and classroom updates through our online parent portal (My Classroom Connection). On MCC, you will find photos, an event calendar, and up-to-date information about your child's classroom. We will assign parent logins at the beginning of the school year, and they are for Playtots parents only. Please check your child's backpack, My Classroom Connection, and your email to stay informed.

Each fall, families are invited to our Back to School Night, where they can learn more about our program, meet with their child's teachers, and hear about what is happening in their child's classroom.

School Calendar and Program Schedule

Playtots is open Monday–Friday, 7:30am–5:30pm, including before and after care, and the school year runs from September to May. Playtots offers Tuesday/Thursday 2s, Monday/Wednesday/Friday 2s, three-day 3s, five-day 3s, four-day Pre-K, and five-day Pre-K. Class days and hours vary by class and are provided with enrollment information. The school calendar, including the first and last days of school, holidays, vacations, and scheduled closings, is emailed to families as soon as it is finalized, typically in February.

Conferences

Throughout the school year, we also provide scheduled opportunities to meet individually with your child's teacher to discuss your child's progress. The first will be an informal discussion. We can meet to discuss your child's adjustment to the program and review your plans for the upcoming year. This meeting is optional and will be scheduled in November. We will schedule our second conference in the spring. At that time, you will receive a written progress report. We will also answer any questions you may have regarding preschool or kindergarten placement. In addition to these conferences, you can contact us at any time to discuss any questions, problems, or issues.

Health and Safety

Connecticut requires that we keep a copy of your child's health assessment, completed within the last 12 months, on file. These forms must be submitted and reviewed before your child attends Playtots. Please submit health assessments and immunization records before your child's first day of school.

If your child requires medication to be kept on-site or has any medical conditions we need to be aware of, please contact the preschool director, Carole Lisi (clisi@eastoncc.com). Please email Carole Lisi to schedule a time to drop off medications and required medical forms by the end of the first week in August.

This will ensure we have all the information and medication(s) your child needs to start on the first day of school.

The requirements to have medication on site are as follows:

- Authorization form is complete with parent and physician signatures
- An individual care plan has been finalized and submitted for your child
- Medication is appropriately labeled / Pharmacy information
- Medication is in the original container
- The date on the label is current / non-expired meds

If your child will be out of school for any reason, please contact the Director in the Playtots office at (203) 459-9700 or email your child's teacher. Please let us know the reason for your child's absence. (We are required to report some infectious diseases and illnesses to the state.)

Our Program will administer nonprescription topical medications and emergency medications, which include prescribed inhalers, premeasured commercially prepared auto-injectors (i.e., EpiPens, Auvi-Q, etc.), emergency oral medication (i.e., Benadryl, Zyrtec with Epinephrine), rectal medications, and injectable medications other than premeasured commercially prepared auto-injectors (i.e., insulin).

Parental responsibilities include providing the program with the proper written permission, a written order from an authorized prescriber, and the medication.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose, and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescriber's plan for management should they occur
- Notification whether the medication is a controlled drug
- Listing of allergies, if any, and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber on how medication is to be given
- Name, address, telephone number, and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature, and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. Parents are responsible for ensuring the medication administration form clearly states it is for licensed childcare centers and includes all required information listed above. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child-resistant safety container and clearly labeled with the child's name, prescription name, prescription date, and directions for use.

Equipment and medications prescribed to treat asthma, administer glucagon, control seizures, or serve as an emergent first-line defense against an allergic response or a diabetic reaction will be stored safely, inaccessible to children, to allow quick access in an emergency. All other medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Only personnel authorized to administer medication will have access to locked medications. Non-prescription topical medications will be stored away from food and inaccessible to children.

Program staff responsibilities include, but are not limited to, ensuring the medication administration form is complete, that the medication received matches the medication orders, and that it is stored as directed.

The program staff will keep accurate documentation of all medications administered. Included, but not limited to, the documentation are:

- Name, address, and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of the authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medication errors
- Food and medication allergies

- Signature of the staff administering
- Any comments

Parents will be notified by telephone when their child has been administered any prescription medication.

Parents will be notified immediately of a medication error by telephone and notified in writing not later than seventy-two hours after the medication error occurred. Significant medication errors will be reported immediately to the Office by telephone and in writing no later than the next business day.

Program staff is trained in the appropriate methods of administration of medications by a physician, physician assistant, APRN, or RN. The facility will have program staff trained in the specific method of medication administration when a child with a written order from an authorized prescriber is on site. At no time is an untrained program staff member allowed to administer prescription medications.

All unused or expired medication will be returned to the parent/guardian or disposed of if it is not picked up within one week following the termination of the order. We will consult with our Health Consultant on the proper way to dispose of controlled substances. All medications disposed of will be disposed of in the presence of at least one witness, and a written record of the medication destroyed will be kept for three years and signed by both parties.

Preschool Illness Policy

Purpose: This illness policy promotes a healthy and safe environment for all children and staff at Playtots Preschool. This policy outlines guidelines for managing illness, including exclusion criteria, communication procedures, and preventive measures.

1. Illness Criteria

Parents or guardians are required to keep their child at home if the child exhibits any of the following symptoms or conditions:

Fever: A child with a fever (temperature of 100.4°F or 38°C or higher) should not attend preschool until they have been fever-free for at least 24 hours without using fever-reducing medication.

Vomiting or Diarrhea: Children who have vomited or had diarrhea should stay home until they have been symptom-free for at least 24 hours without using anti-nausea or anti-diarrheal medication.

Communicable Diseases: Children diagnosed with a communicable disease (e.g., chickenpox, strep throat, influenza, pink eye, coxsackie, etc.) should not return to preschool until they are no longer contagious, as determined by a healthcare provider or local health department.

Severe Cough or Cold Symptoms: Keep children home with persistent, severe cough or cold symptoms that could interfere with their ability to participate in regular activities until symptoms improve.

Rash: Any child with an undiagnosed rash (e.g., impetigo) should not attend preschool until a healthcare provider determines it is not contagious.

2. Notification and Communication

Parents or guardians are responsible for notifying the preschool if their child will be absent due to illness. Please inform the preschool as soon as possible.

If a child becomes ill while at preschool, parents or guardians will be notified immediately to arrange pickup within 30 minutes.

3. Preventive Measures

To reduce the risk of illness transmission within the preschool community, we implement the following preventive measures:

Hand Hygiene: All children and staff are encouraged to frequently wash their hands with soap and water. Hand sanitizers are also available throughout the facility.

Respiratory Hygiene: Children and staff are taught to cover their mouths and noses when coughing or sneezing and to dispose of tissues properly.

Cleaning and Disinfection: We regularly clean and disinfect high-touch surfaces and commonly used items.

Vaccination: We encourage all eligible children and staff to receive recommended vaccinations.

4. Return to Preschool

Children may return to preschool after meeting the exclusion criteria specified in section one.

5. Special Considerations

In the event of a disease outbreak or a public health emergency, Playtots Preschool will follow guidance from local health authorities. It may implement additional measures or temporary closures as necessary.

6. Confidentiality

All medical information related to a child's illness will be kept confidential.

7. Review and Updates

This illness policy will be reviewed annually and updated to reflect current best practices and guidelines.

By following this illness policy, we aim to create a safe and healthy environment for all children and staff at Playtots Preschool.

Emergencies will be handled in accordance with the emergency form signed at enrollment. Our staff is certified in first aid and CPR and will take appropriate action as needed. We will call a parent or emergency contact immediately and, if required, transport the child by emergency vehicle to a local hospital.

Playtots Preschool does not administer routine medications during the school day. We administer emergency medications, such as prescribed epinephrine auto-injectors (EpiPens) and rescue inhalers, when the required physician authorization, individualized care plan, and medication are on file. Only appropriately trained staff may administer these medications.

Building Safety and Security

The safety and security of the children in our program are of the utmost importance. Several security measures are in place to ensure students' safety while attending preschool. All teachers and ECC staff are background-checked and screened.

A Playtots teacher or aide will take the children to the bathroom. Children will never be left unattended in the bathroom or the hallways.

The Easton Community Center has surveillance cameras in its common areas and outside, and the front office monitors them.

Each classroom has a security pad for room access. Only staff members have the security code to open the doors.

Parents may visit the school at any time, but must check in with the front desk, which will notify the Playtots director and the respective teachers.

In accordance with safety regulations, we will conduct fire and lockdown drills regularly.

Bathroom and Hand-Washing Procedures

Children in the 3s and Pre-K classes must be fully potty-trained before school begins. This means they should be able to use the bathroom independently. A staff member will accompany the children to the bathroom and may assist in difficult situations; however, they are expected to manage the basics independently.

One of our Preschool (3s and Pre-K) policies is that children are potty-trained before school begins. Over the years, we have found that the term "potty trained" means different things to different people. Our definition of "potty trained" here at Playtots is below:

A toilet-trained child can do the following:

1) TELL the adults in charge that they have to use the restroom. They must be able to say, "I have to go potty!"
2) Be able to pull down their underwear and pants and get them back up without assistance. (Underwear, NOT pull-ups!)
3) Be able to wipe themselves after using the toilet. (Including after a bowel movement.)
4) Be able to get on and off the toilet by themselves.
5) Be able to wash and dry hands.
6) Be able to postpone going if they must wait for someone, if the bathroom is occupied, or if we are outside and away from the toilet. (Never for more than a minute or two!)

We understand that "accidents" happen occasionally. We will always be patient and kind as your child learns this essential part of self-care. We are here to help your child gain confidence, feel good about themselves, and feel happy and safe at school.

Teachers are not permitted to change a child after a bowel movement accident.

Parents must come to school and change their child.

If your child is not fully toilet-trained, we will hold their spot in the classroom until they are ready!

Potty training can be sensitive. Be patient and understanding, and realize that no one goes to the prom in a diaper!

Children entering the 2s class are not required to be potty trained, though they should be working toward that goal with assistance from classroom teachers and staff.

We will schedule several bathroom breaks during the school day to accommodate the children's needs. The staff will emphasize and model good hygiene practices (e.g., proper handwashing).

Please encourage your child to use the bathroom before leaving home. This way, we may start our day with minimal interruptions. In addition, children will be asked to wash, wipe, and sanitize their hands when they enter the building.

Dress

Please dress your child in comfortable play clothing. We will get messy, run, jump, and play. We will also go outside each day, ensuring that the outdoor conditions are suitable and the temperature is not too cold. Please ensure children wear a hat and mittens when the weather is cold. A light jacket and boots may be needed during the fall and spring. If children wear rain or snow boots to school, please bring a pair of shoes for them to change into before entering the classroom. **Rubber boots are not permitted during the school day, except when going to the playground**. Also, we encourage rubber-soled shoes to prevent slips, especially in the gymnasium.

Please do not send your child to school in sandals, clogs, or Crocs!

Snacks and Lunch

Please bring your child peanut- and tree-nut-free snacks and drinks each day. Children in our 2s classes bring one snack and a drink each day. Children in our 3s and Pre-K classes bring a snack, lunch, and drinks each day. Children eat snack and lunch during the classroom's daily schedule. If your child attends our afternoon program, please provide extra snacks. We encourage healthy eating habits at school. Please send nutritious foods that support a healthy lifestyle. The ECC is a peanut— and tree-nut-free facility. Please avoid sending any foods that contain, may contain, or are processed in a facility containing peanuts or tree nuts.

If your child will be staying for lunch, place lunch in an additional bag and label it appropriately. Please keep snacks and lunches in separate bags so the teachers and children can easily identify them.

Please also cut up foods, especially hot dogs. Please do not send grapes. Please avoid sending popcorn and candy. We also can't heat any food. If you would like to send your child with a hot lunch, please send a Thermos. As required by state licensing, please include an ice pack in your child's snack and lunch bags for refrigerated foods.

REMINDER: The ECC is a peanut- and nut-free facility. Please read labels carefully and do not send in any foods containing peanuts or other nuts or processed in a facility that processes nuts. We will make every effort to accommodate any other allergy issues. Please inform us in writing of any allergies your child has.

Birthdays

Birthdays are a special time for every child. Please tell your child's teacher the day you'd like to provide a snack to share. Treats must be in an unopened store-bought package. We will celebrate summer birthdays at a time that is convenient for you and the classroom teacher.

Please remember our classrooms are nut- and peanut-free.

Parent Volunteers

Room parents will be identified in each classroom. These parents are your class representatives and will assist with school fundraisers, field trips, classroom celebrations, and other school and classroom events. If you are interested in volunteering as a room parent, please contact the Director.

Pet Care Plan

At times, our classrooms may have a pet fish. Children can view the fish in their bowls and help with feeding. The children will never touch the fish or the water in the bowl.

- Pet fish will be kept in a bowl.
- The teacher will pick a fish feeder helper who will be responsible, with supervision, for feeding the fish at the designated time.
- Teachers will clean the fishbowl and change the fish water every week
- When school is not in session, but our building remains open, our "fish-siders" at the front desk will feed and care for our fish
- When school is not in session, and our building is closed, the classroom teacher will bring the pet fish home until the building opens again.

School Closings

- For weather-related closings and delays, Playtots follows the Easton Public Schools/Regional School District 9 system. Families should expect an email from Playtots Preschool around 6am with information about the day's schedule.

- If Easton Public Schools is closed due to weather, Playtots is also closed.
- If Easton Public Schools has a delay (regardless of whether they announce a 2— or 3-hour delay), we will ALWAYS have a 2-hour delay.
- If we have a delay, all classes ending at noon will end at 1pm that day.
- Early morning care is canceled when there is a delay unless you are notified.
- If we need to dismiss early, all parents will be notified via MCC.
- Families will be notified by email of weather-related closings and delays.
- If Easton schools are closed or delayed for an unrelated event (such as a power outage) that does not affect the Easton Community Center, we will be in session and will contact you accordingly. Please check your email for updates.
- Please note that Playtots does not make up snow days or other weather-related closings.
- Tuition is not prorated or refunded for snow days or other weather-related closings. If the Easton Community Center closes for another reason within its control, tuition for those days will be refunded.

Parking and Drop-Off Procedure

- It is a fire hazard to park your car unattended in the fire lane at any time, no matter how brief.
- For the safety of our children, please remember that there is a five-mile-per-hour speed limit in our driveway and parking lot.
- Drivers must stay right and travel one way around the loop.

Before and After Care

Please complete the Extended Care Enrollment Form to enroll your child in our before or after care programs, or the Extended Care Drop-In Form to request a single drop-in day. Complete the Extended Care Change/Withdraw Form if your childcare needs change and you want to add or reduce days or withdraw from the before or after care program. Please provide at least 48 hours' notice when requesting a drop-in day; with less notice, we may not be able to accept your child, depending on staffing. Change and withdrawal requests are due by the 20th of the month before the change. Requests received after the 20th are billed at the regular rate, and the change takes effect the following month. All forms should be submitted directly to the Preschool Director.

Delayed Pick-Up Policy

If you anticipate a late pick-up, please notify the program as soon as possible and contact an authorized alternate pick-up person if needed. A late pick-up fee applies when a child is picked up after their scheduled time; the amount is listed in the Payment Contract.

Two program staff members age 18 or older will remain with the child. If a child has not been picked up at the scheduled time, staff will attempt to reach the parents or guardians by telephone and continue attempting contact every 15 minutes. If staff cannot reach them, they will also

contact the emergency contacts and authorized alternate adults listed on the enrollment forms. Staff will stay with the child and keep trying until a parent, guardian, or authorized adult is reached. If no one can be reached and the child appears to have been abandoned, the director will contact the Easton Police Department (non-emergency number (203) 268-4111), the Connecticut Department of Children and Families, and the Office of Early Childhood. For immediate emergencies, call 911.

Field Trips

At Playtots Preschool, we offer both in-school and occasional off-site field trips. We will ask you to sign a general permission slip allowing your child to attend any in-school field trips we offer. In the event of an off-site field trip, you will receive information about the trip and must sign a permission slip for that event. Some off-site trips may have a cost that is not covered by tuition; you will know the cost before you sign the permission slip.

Policy: Abuse and Neglect

As childcare providers, we at Playtots Preschool are required by law to report if we suspect or have reasonable cause to believe that a child is being abused or neglected or is at risk of abuse or neglect. Childcare providers are listed as professionals whose work requires regular contact with children. Anyone in that capacity is considered a "mandated reporter." Please see the policy below from the State of Connecticut, which provides information and definitions on abuse and neglect. This information is also posted at the school.

If we suspect a child is being abused or neglected, we must act to interrupt that cycle of abuse and neglect and help the family receive the services needed. When a case of abuse or neglect is suspected, we will call the Department of Children and Families immediately. (1-800-842-2288).

Our program staff has a responsibility to prevent child abuse and neglect of any children involved in our center.

1. Definition

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e., shaking, beating, burning)
- Any form of sexual abuse (i.e., sexual exploitation)
- Neglect of a child (i.e., failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- 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.
- Abandoned
- Denied proper care and attention physically, educationally, emotionally, or morally

- Allowed to live under circumstances, conditions, or associations injurious to his well-being (CT statutes 46b-120)
- Emotional abuse (i.e., excessive belittling, berating, or teasing which impairs the child's psychological growth)
- 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 (CT statutes 46b-120)

2. Program staff responsibilities

As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected, or at risk.

3. Specifics on reporting a suspected case of abuse or neglect - Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.

Information needed:

- Name of child/Date of birth
- The reporter's name is required but may be kept confidential.
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any

- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

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 (DCF – 136) to DCF.

Program staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. 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 program 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 program staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Depending on whether the allegations are substantiated, the program staff member will either be dismissed or allowed to return to work.

5. Program staff training

Program staff must attend annual mandated reporter training. This training will focus on the steps for reporting suspected abuse and neglect, the role of a mandated reporter, and the prevention of child maltreatment, abuse, and neglect. All new program staff will be trained in these procedures before starting in the classroom.

6. Provisions for informing families of abuse and neglect policy

A copy of this policy is included in the Playtots Preschool Parent Handbook, which is provided to all families.

When an accusation of abuse or neglect by a program staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to assess the cause of the child's injuries and offer support and guidance.

Positive Guidance and Discipline Policy

Our school strives to maintain an atmosphere where students can interact positively and enjoyably. We also recognize that conflicts with students may occur at school. Our goal is for students to learn to interact with their peers and teachers and to develop positive social skills. If a

conflict arises, the teacher will always prioritize safety, redirect play as necessary, discuss the issue, and remind children to “use their words.” In extreme circumstances, a staff member may take a child out of the classroom for quiet time until the situation is resolved. If the conflict continues, we will request a conference with the parent to discuss techniques to address the problem. If interventions are ineffective and the child's safety or the safety of others becomes a concern in the classroom, we may need to suspend or dismiss the child from the program.

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflict are:

Positive Guidance

When disputes arise among children or between a child and program staff, program staff will encourage a “talking out” process to acknowledge feelings and find solutions using the children’s ideas whenever possible.

Setting Clear Limits

Program staff will encourage and model positive behavior, positive reinforcement, peer support, and clearly defined rules.

Redirection

A child who may be aggressive or who is disruptive or destructive of other children’s work may be asked to make an activity choice in another area.

Program staff will continuously supervise children during disciplinary actions.

Program shall not be abusive, neglectful, corporal, humiliating, or frightening in treatment or punishment, including, but not limited to, spanking, slapping, pinching, shaking, or striking a child under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using the least restrictive methods, as appropriate.

Supervision of Children

In classrooms where children are under the age of 3 years old, the program staff-to-child ratio is 1 program staff for every 4 children under the age of 2 years old and/or 1 program staff for every 5 children ages 2 to 3. At no time should the group size exceed 8 children under the age of 2 years old and/or 10 children ages 2 to 3.

In preschool classrooms where children are between the ages of 3 years old and 5 years old, the program staff/ child ratio is 1 program staff for every 10 children over the age of three years old. At no time shall the group size exceed 20 children over the age of three years old, even if ratios are being observed.

In school-age-only classrooms where school-aged children are enrolled in a public or private school kindergarten up to age 12, the program staff-to-child ratio is 1 program staff for every 15 children. At no time shall the group size exceed 30 school-aged children, even if ratios are being observed.

Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must always be supervised by sight and sound, including nap time and during transportation. Program staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips – Program staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Program staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms – Program staff must supervise children while they are using the bathrooms. Where toilets and sinks are shared by children and adults, program staff will ensure that the bathrooms are not in use by adults prior to the children entering the bathroom facility. Program staff will supervise and assist children as needed. At no time shall a child and adult use the toilets at the same time.

Emergency Plans

MEDICAL

In case of a medical emergency, a qualified program staff member will attend to first aid as needed. Another program staff member will notify the child's family. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a program staff member to the nearest hospital. The child's emergency permission form will be brought. A program staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional program staff will be called in if necessary to maintain required ratios.

> ### MULTI-HAZARDS
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> Local Emergency Management Director's Name: Schuyler Sherwood
> Phone Number: (203) 650-0404

FIRE/EVACUATION

In the event of a fire, evacuation from the building will be through the nearest safe fire exit. Staff will supervise children and lead them to the designated meeting area behind the Easton Community Center, near the fields, where staff will take attendance. The director or person in charge will bring attendance documentation, the portable first aid kit, a cell phone, and emergency files. If it is not safe to return to the facility, staff and children will walk together to Helen Keller Middle School, provided conditions allow for safe travel and the location is available. Children will remain under direct supervision at all times, with required ratios maintained. Parents will be notified and directed to the evacuation location for pick-up. Two program staff members age 18 or older will remain until all children are picked up.

SHELTER IN PLACE

In the event of severe weather or another unsafe situation in which evacuation is not possible, staff and children will remain indoors in the designated safe areas within their individual classrooms, as identified by Easton law enforcement, away from windows and doors. Staff will maintain supervision and have appropriate supplies available. Trained staff will administer first aid as needed until emergency personnel arrive. Staff will notify parents after the immediate danger has passed.

LOCK-DOWN

If an emergency or threat involving potential violence in or around the facility requires staff to stay put, the director/person in charge will notify staff through the Easton Community Center intercom system to begin the lockdown procedure. 911 will be called.

Each program staff member is responsible for the children in their care at that moment. Program staff will gather the children in the safest area of the room, away from windows and doors. Doors and windows will be locked, lights turned off, and curtains/blinds closed on all interior windows.

Program staff will calm the children and help them stay quiet. Attendance will be taken periodically.

The director/person in charge will remain in constant communication with the emergency personnel.

Parents are not permitted access to the facility until it is determined to be safe.

During the emergency, the director/person in charge will do all they can to notify parents by email as quickly as circumstances safely allow, followed by telephone calls; however, certain emergency situations may preclude this possibility.

Wait for the all-clear from emergency personnel. The director/person in charge will communicate the all-clear to staff, program staff, and children.

Parents will be notified by email, followed by telephone communication as needed after all-clear has been given by the emergency personnel.

CONTINUATION OF OPERATIONS

If an emergency makes the facility unsafe for childcare, program staff will notify parents and refer them to 211 for other childcare options. The Operator will submit an initial application for Change in Location and will notify the Office of Early Childhood when an alternate location has been identified so an inspection can be completed as soon as possible and the location can be approved for childcare.

ACCOMMODATIONS FOR INFANTS, TODDLERS, AND CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

In consultation with the child’s parent, program staff will develop a plan to ensure the child's special needs are met during an emergency, including providing necessities such as medications, diapers, wipes, formula, and other comfort items.

Cribs can be used to evacuate infants, toddlers, and children with special health care needs or disabilities.

MULTI-HAZARD EMERGENCY DRILL

A multi-hazard emergency drill will be practiced at least annually and will include demonstrating how all staff, program staff, and children shelter, lock down, and evacuate the facility.

Emergency Distribution of Potassium Iodide

(applicable to programs within a ten-mile radius of Millstone)

NOT APPLICABLE TO PLAYTOTS PRESCHOOL: This policy appears in the Connecticut Office of Early Childhood policy template. Playtots Preschool at the Easton Community Center is outside the ten-mile radius of Millstone Power Station.

Professional Development

All program staff will earn continuing education hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- New employee orientation (required)
- Annual training on program policies and procedures (required)
- Early childhood education
- Child development
- Licensing and regulations
- Emergency preparedness
- Prevention and control of infectious diseases
- Prevention of Sudden Infant Death Syndrome & Safe sleep practices
- Prevention and response to food and allergic reactions
- Physical premises safety
- Protection from hazards, bodies of water, and vehicular traffic
- Handling and storage of hazardous materials and disposal of contaminants
- Medication administration
- Child abuse and neglect laws, including prevention of shaken baby syndrome
- Nutrition
- Transporting children
- Techniques used to manage child behaviors
- Pediatric First Aid & CPR
- Programs for children with disabilities or special health care needs

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records, maintained on site at the facility, and made available for review. An assessment of individual development will be developed for each program staff.

Educational Program Plan

Children at Playtots Preschool will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program through developmentally appropriate practices that support children with cultural, language, and developmental differences.

The daily schedule will include indoor and outdoor physical activities which are planned around the children's interests and needs. These activities will allow for both fine and gross motor development.

The daily schedule will include opportunities for problem-solving experiences that help to support language development and sensory discrimination.

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

- Cultural learning experiences
- Child-initiated and staff-initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Rest, sleep, or quiet activity
- Nutritious meals and snacks
- Toileting and clean-up
- Outdoor physical activities

Children under two years old will not have access to cell phones, laptops, or computers capable of playing video games. Program staff will restrict access to cell phones, laptops, and computers for children ages two and up, unless it is for educational or physical activities.

Diabetes Monitoring Policy

Prior to attending our program, the parent(s) of a child with diabetes mellitus will meet with the Director and Health Consultant to review the Monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the Program

An individualized plan of care for the child will be developed with the child's parent(s) and health care provider and updated as necessary. The plan will include appropriate care of the child to prevent and respond to a medical or other emergency and will be signed by the parent(s) and program staff responsible for the care of the child.

While the child attends the Program, a director, head teacher, or program staff member designated and trained in a First Aid course and trained to administer finger stick blood glucose tests will be on site.

At the time of enrollment, the child's parent(s) will provide the necessary equipment and supplies to meet the child's individualized needs. The glucose testing supplies and other supplies listed in the child's individualized care plan will be labeled with the child's name and will remain inaccessible to children when not in use.

The child's parent(s) will sign an agreement agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restock supplies, and remove material to be discarded from the facilities daily. All materials to be discarded will be kept locked in a secure location designated in the child's individualized care plan until it is given to the child's parent(s) for disposal.

We will keep the following records as part of the child's medical record and will update them annually or when there is any change in the information.

A current written order signed and dated by the child's physician, physician assistant, or advanced practice registered nurse indicating:

- The child's name
- The diagnosis of diabetes mellitus
- The type of blood glucose monitoring test required
- The test schedule
- The target ranges for test results
- Specific actions to be taken and carbohydrates to be given when the test results fall outside specified ranges
- Diet requirements and restrictions
- Any requirements for monitoring the child's recreational activities
- Conditions requiring immediate notification of the child's parent(s), emergency contact, the child's physician, physician assistant, or advanced practice registered nurse

An authorization form signed by the child's parent(s) which includes the following information

- The child's name
- The parent(s) name
- The parent(s) address
- The parent(s) telephone numbers at home and work
- Two adult emergency contact people, including names, addresses, and telephone numbers

How to Contact Us

Playtots Director: Carole Lisi, clisi@eastoncc.com

Phone: (203) 459-9700 **Fax:** (203) 445-1798

Websites: www.eastoncommunitycenter.com and www.myclassroomconnection.com (passwords provided by individual classroom teachers)

Billing questions: accounting@eastoncc.com

We look forward to a beautiful year with you and your child.