

# THE RECTORY SCHOOL 2020

## AFTER SCHOOL HANDBOOK



**The Rectory School**  
*Established 1920*

## INDEX

ADMISSIONS	5
AFTER SCHOOL PHILOSOPHY STATEMENT	4
APPLICATION FEE	6
ARRIVAL AND DEPARTURE	10
AUTHORIZED ESCORTS	10
BEHAVIOR MANAGEMENT	7
BILLING	13
CAR IDLING POLICY	17
CHALLENGING BEHAVIOR POLICY	9
CHILD ABUSE AND/OR NEGLECT REPORTING	13
CHILDREN AT PLAY	17
CLOSING POLICY	11
CLOTHING	20
COMMUNITY SERVICE STUDENTS/STUDENT TEACHERS	17
CONFIDENTIALITY	16
CONTACT INFORMATION	6
CONTRACTS	12
CPR AND FIRST AID	16
DAILY SCHEDULE	7
DRILLS AND SAFETY PROCEDURES	16
EMERGENCY PROCEDURES	15
ENROLLMENT FORMS	6
FIELD TRIP POLICY & PROCEDURES	21
FOOD ALLERGIES	22
FOOD PHILOSOPHY	21
HOURS/DAYS OF OPERATION	6
ILLNESS POLICY	18
INCLEMENT WEATHER POLICY	13
LATE PICK UP	10
MEDICAL FORMS	18
MEDICATION POLICY	19
MEDICATION POLICY FOR LIFESAVING MEDICATIONS	20
MISSION STATEMENT AND RECTORY CREED	4
NON-DISCRIMINATION	4
OUTDOOR PLAY	21
PARENT COMMUNICATION	11

PARENT VISITS	11
PICK-UP TIME	10
RECTORY SCHOOL CAMPUS	17
REPORTING COMMUNICABLE DISEASES	21
SNACKS	22
STATEMENT OF UNDERSTANDING	19
STATEMENT ON SEXUAL HARASSMENT	5
SUPERVISION POLICY	15
TEACHER TO STUDENT RATIO	6
TOY POLICY	17
TRANSLATION SERVICES	22
TUITION	12
UNDER IMMUNIZED CHILDREN	19
WITHDRAWAL POLICY	13

Dear Parents,

Welcome to a new school year at Rectory School! This After School Handbook contains important information about our school’s mission, philosophy, policies and procedures. All parents are required to read this Handbook carefully and are encouraged to keep it in a convenient location for quick reference.

We are an independent school comprised of an engaged community of students, teachers, administration and parents. Our community believes that learning not only connects us to knowledge, but to each other. We look forward to inspiring your children to create meaningful connections between living and learning!

The handbook is a living document. We welcome your suggestions to make this guide user-friendly. Please let us know your questions so we can include answers in subsequent editions. Email your suggestions to [ehayden@rectoryschool.org](mailto:ehayden@rectoryschool.org).

While the policies in this handbook will generally apply, the school reserves the right to deviate from its usual policies and may take actions that it determines to be in the best interests of the school, its faculty, and its students. This handbook does not limit the authority of the school to alter, interpret and implement its rules, policies and procedures. This handbook is for informational purposes only and does not create a contract or part of a contract in any way, including but not limited to, between Rectory School and any parent, guardian or student affiliated with or attending the School. The School may revise modify the policies and procedures in this handbook at any time before, during or after the school year; the most recent issue is available online on the After School webpage on the Rectory School website: [www.rectoryschool.org](http://www.rectoryschool.org).

Wishing you well,  
Erin Hayden, Director of CARE

## **MISSION STATEMENT AND RECTORY CREED**

The Rectory School's mission is to provide students, from early childhood through middle school, with an enriched and supportive academic, social, and ethical community that addresses individual learning styles, aptitudes and needs, while promoting personal self-worth and accountability. The school community lives the Rectory School Creed:

***Responsibility, Respect, Honesty, and Compassion.***

## **AFTER SCHOOL PHILOSOPHY**

We feel strongly that The Rectory School- After School Program should provide a safe, stimulating, nurturing, and educational environment to give children opportunities and exposure to new and diverse experiences. The hours after school should be a time to promote developmentally appropriate skill building and give children the opportunity to explore their interests and reflect on their day.

We are committed to the development of caring and supportive relationships between children and adults and will provide opportunities for children to learn 21<sup>st</sup> century skills such as leadership, teamwork, conflict resolution, and community engagement. Our unique curriculum will help to facilitate the growth of children's self-confidence, motivation, and socialization.

We understand that children's needs change as they grow and that their interactions with their teachers - and with one another - differ qualitatively at each stage. We believe that children are individuals and that our responses to them must not be reflexive or prescribed, but must be tailored to a child's own temperament.

To these ends, we have planned a program which exercises a child's body, mind, and spirit; which balances structured interaction with free play; giving children the freedom to choose what interests them and learn from and build upon those interests.

The Rectory School- After School children will have opportunities to experience nature, art, science, sports, cooperative games, and to also have free time to do homework or just talk with friends.

## **NON-DISCRIMINATION**

The Rectory School- After School admits qualified students to participate in and benefit from the activities, programs, and courses of study offered by the School without discrimination on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, alienage or any other basis prohibited by law. The School does not discriminate on the basis of race, color, national origin, sex, age disability, religion, sexual orientation, gender identity or expression, alienage or any other basis prohibited by law in the administration of any of its educational programs

## STATEMENT ON SEXUAL HARASSMENT

The Rectory School- After School is committed to maintaining a positive environment for everyone who is part of our school community. The School will not tolerate harassment or discrimination of any kind by or toward any student, faculty, employee or visitor to the campus on the basis of sex, sexual orientation, gender identity of expression, race, color, religion, national origin, age or any other protected characteristic. Such behavior creates a harmful school environment and may be a violation of law.

The term “sexual harassment” needs explaining, because it covers a wide range of behaviors. In the school setting, sexual harassment is conduct that is sexual in nature, is unwelcome and denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical. Examples of sexual conduct include, but are not limited to:

- suggestive or lewd remarks
- touching of a sexual nature
- telling sexual or dirty jokes
- spreading sexual rumors
- circulating or showing emails or web sites of a sexual nature
- retaliation for lodging a sexual harassment complaint;
- displaying or distributing sexually explicit drawings, pictures or written materials
- sexual assault.

In addition to harassment based on sex, our school policy further prohibits discrimination or harassment on the basis of any protected class (e.g. race, color, religion, age etc.) in any form. This includes the use of any derogatory jokes or comments, pejorative epithets, ethnic slurs, insults or intimidation, or any other verbal, non-verbal, or physical behavior based on an individual’s protected class which has the effect of creating an intimidating, hostile or offensive work/school environment.

### ADMISSIONS:

**The Rectory School-After School is open to all children regardless of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, alienage or any other category protected by law and is licensed by the State of Connecticut Office of Early Childhood.** The After School program serves children ages five years to twelve years. We were established to support the needs of the Rectory School faculty, staff, and families, with children attending the Rectory Elementary and/or Pomfret Community School, giving children enriching experiences to extend their learning beyond the traditional school day. When available, additional spaces may be filled by members of the greater community. These spaces are filled on a first-come, first-serve basis with the following factors taken into account:

- Rectory faculty children are given priority over all other enrolling students
- Rectory Elementary students are given priority over all other enrolling students
- Returning children and families are given priority over new families.
- 5-day per week slots are given priority over requests for part-time slots.

## **APPLICATION FEE**

If you are a new enrolling family, a \$50.00 non-refundable application fee must be given with a contract upon a child's initial enrollment to The Rectory School- After School Program.

## **ENROLLMENT FORMS**

Upon enrollment in the After School program, all health, safety, and general information forms must be submitted to the Director. This information will be maintained by the School as confidential and will be shared only with school staff on a need to know basis, such as with those who serve you children (teaching staff) who may need such information in order to support your child, and except as authorized by a signed parent/guardian consent form. The following forms are required to be in each child's file: Authorized Escort, Emergency Contact, Health Assessment (physical/immunizations), Media Release, Child and Parent Information Form, and when applicable an Individualized Plan for Care.

## **HOURS/DAYS OF OPERATION**

The After School program operates, Monday through Friday 3:00 p.m. to 6:00 p.m. A calendar is given to each family upon enrollment and is also located on the Rectory School website at:

[www.rectoryschool.org](http://www.rectoryschool.org)

## **CONTACT INFORMATION**

To contact the Director, Erin Hayden, please call 860-928-1808 during normal business hours (7:30 a.m. to 5:00 p.m.). If you need to reach the After School program please call 860-963-6750. After School teachers will only be available to pick up the phone between the hours of 3:00 p.m. and 6:00 p.m. You may leave a voicemail message on either line.

## **TEACHER TO STUDENT RATIOS**

The After School program maintains low teacher to child ratios, beyond what is required by the State of Connecticut Office of Early Childhood. After School follows a ratio of one (1) teacher to every eight (8) children. Our low ratios facilitate teacher-child interactions throughout the afternoon and allow for individualized attention.

## DAILY SCHEDULE

While planning is essential for quality programming, it is also necessary to be flexible. The following is an outline of a ‘typical’ day.

**3:00 – Rectory Elementary Student Pick Up (K-4)**

**3:15- 3:30 Rectory Elementary student homework/Free Play**

**3:30- Pomfret Community School Bus Pick Up**

**3:30-3:45- Snack**

**3:45- PCS homework**

**4:00-5:00- Activities and Outdoor play**

**5:00-6:00- Arts/Crafts, Free Play, Clean Up**

**6:00- Closing**

If your child has an appointment or needs to leave early, please let one of the After School teachers know.

## BEHAVIOR MANAGEMENT

The After School teachers will assist children in becoming self-reliant, responsible individuals who assume responsibility for their actions and choices through pro-social behavior. When situations arise in the classroom requiring behavior management, our staff will work with the children to teach fairness, kindness and respect. The children will be re-directed and asked to “use their words” to express their feelings and our staff will be available to model solutions for children. We will discuss alternatives that the children may use if the situation happens again. Teachers will aid children in talking through their feelings and will immediately intervene where safety is a concern. We do not believe in ever using disciplinary methods that ridicule, frighten, or humiliate a child. Physical punishment of any type and/or the withholding of food are strictly prohibited.

The After School program complies with the Office of Early Childhood Child Care Licensing Regulations. Please see the regulation below.

**(OEC Section 19a-79-3a) Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment and physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people. The operator & staff will manage the child’s behavior using techniques based on developmentally appropriate practice, including positive**

**guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem.**

**Examples of strictly prohibited practices are:**

- **Physical punishment:** hitting, shaking, spanking, slapping, kicking, biting, squeezing, pulling of arms, hair, or ears, pinching, excessive tickling, or requiring a child to remain inactive for a long period of time.
- **Examples of psychological abuse:** shaming, ridiculing, humiliation, name calling, sarcasm, cursing at, making threats, withholding affection, ostracism, or frightening a child
- **Examples of coercion:** forcing a child to sit down, lie down, or stay down-except when restraint is necessary to protect the child or others from harm, rough handling (such as shoving, pulling, pushing, grasping at body part, etc.), physically forcing a child to perform an action (such as eating or cleaning up)

To that end, staff will use the following behavior management techniques and strategies:

1. Encourage children to accept and express feelings. Staff will acknowledge all children's feelings before trying to resolve the conflict.
2. Encourage children to "use their words" to talk through situation and resolve conflict through communication.
3. Create well-functioning classroom environments taking into account available materials and flow of children.
4. Create classroom rules that allow environment to be safe and consistent. Allow children to participate in creating classroom rules and then verbalize rules consistently to reinforce them.
5. Staff will provide continuous supervision when addressing any behavior management technique.
6. Teachers will set clear limits for the children.
7. Offer children choices where real choices exist.
8. Use redirection techniques to offer another choice when the first choice is unavailable.
9. Get down on child's level, speak directly and in short sentences to paraphrase what each child is feeling and wanting. This approach feels like a "radio announcer" by repeating what each child is saying. This validates each child's feelings and wants and allows each child to know that they are being understood.
10. Reinforce self-managing behavior.
11. Provide positive reinforcement for requested behaviors as well as expected behaviors.
12. Supervise, Supervise, Supervise! Keep constant supervision over children providing emotional support for those who need it as well as intervening and separating children when needed.
13. Encourage children to recognize and celebrate similarities and differences between each other and themselves. Not all children handle situations the same. Allow children to be themselves, even when dealing with conflict.
14. Teachers must never take over when a child is trying to resolve a conflict with another child (unless it becomes physical). Taking over the situation with a quick judgment shows children that bullying is acceptable. In this case, the child may perceive the teacher as "the bully."



(Child's thoughts: "A person who has more power than I do can take my power away and my feelings don't matter.")

15. Remove the child from the situation, if child becomes physical, allowing the child to calm down before discussing solutions to conflict.

## **CHALLENGING BEHAVIOR POLICY**

After School recognizes that children of all ages will exhibit challenging behaviors. Part of growing and learning is testing the boundaries, taking risks, and pushing the limits to find a path that works. Some children will exhibit these behaviors more than others. The After School staff will support the child during this time by providing a safe, nurturing, and respectful environment. Staff will use the NAEYC Performance Criteria for Addressing Challenging Behaviors to guide them. These criteria are as follows:

- For children with persistent, serious, challenging behavior, teachers, families and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- Teachers observe children who have challenging behavior. They identify events, activities, interactions, and other contextual factors that predict challenging behaviors and may contribute to the child's use of challenging behaviors.
- Teachers identify the purpose of the child's behavior and how the child's needs are met through their use of challenging behavior. They then teach social, communication, and emotional regulations skills the child can use in place of challenging behaviors.
- Teachers focus on teaching the child new skills and providing supports for the child's appropriate behaviors rather than focusing solely on reducing the challenging behavior.
- Teachers use environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior and prevent the child's use of challenging behaviors.
- Teachers respond to a child's challenging behavior in a manner that
  - provides for the safety of the child and the safety of others in the classroom
  - is calm and respectful to the child
  - provides the child with information on acceptable behavior
- Teachers actively teach children social, communication, and emotional regulation skills.
- Teachers help children manage their behavior by guiding and supporting children to
  - persist when frustrated
  - play cooperatively with other children

- use language to communicate needs
- learn turn taking
- gain control of physical impulses
- express negative emotions in ways that do not harm others or themselves
- use problem-solving techniques
- learn about self and others

In the rare event that there is a concern that a child enrolled in the After School program may be causing significant harm to another child, a staff member will be assigned to the suspected child for purposes of monitoring and safety. The suspected child will not be left alone within the program until a thorough review of safety concerns and determination as to appropriate interventions.

### **ARRIVAL AND DEPARTURE**

Parents must notify the Program—either by written notice or phone call—whenever their child will not be in attendance. Parents must sign a child in and out of the program each day. After School encourages you to share information about changes in your child’s life that may affect their behavior at school (e.g., a late night out, a stressful weekend, houseguests, etc.). The more we know about your child, the more we can accommodate his/her needs.

### **LATE PICK-UP**

After School teachers work hard to provide families with the highest quality of care possible between the hours of 3:00 p.m. and 6:00 p.m. In the event that a parent arrives after 6:00 p.m. to pick up their child, an After School teacher will record the time of pick-up on the sign-in sheet. Also, signatures of the parent and an After School teacher will be recorded in order to verify the actual time of pick-up. **A late fee of \$10.00 for every five minutes or fraction thereof, will be assessed for any child picked up after 6:00 p.m.**

### **PICK-UP TIME**

During pick-up, please show courtesy to the teachers by providing supervision of your child if you plan on remaining for any period of time. With your arrival, young children need an opportunity to adjust to change. During pick-up please allow children to finish a game or project and clean up properly before leaving. Always inform a teacher when you are leaving and remember to sign out on the attendance sheet.

### **AUTHORIZED ESCORTS**

For the safety of your child, two teachers at least eighteen years of age or older must close the After School program daily and must remain with the children until all children have been picked up by an authorized escort. Teachers will only release your child to an authorized escort. Names of these authorized escorts may be found in each child’s file on the *Authorized Escort* form. Please be sure to inform your child’s teacher whenever someone other than a parent or a regular escort will be picking up your child. The *Authorized Escort* form must be included in a student’s enrollment paperwork. Also,

please ask your authorized escorts to bring a photo identification to the center, as we cannot release your child without checking an individual's identification.

### **CLOSING POLICY**

After School closes promptly at 6:00 p.m., Monday through Friday. All parents that arrive later than 6:00 p.m. will be charged according to our *Late Pickup Policy*. If a parent does not arrive or contact the program within 30 minutes after closing time, teachers must follow the *Closing Policy* below. If the child's parents are not accessible by telephone, an After School teacher will contact one of the child's authorized escorts. If an authorized escort is available to pick-up the child, s/he must present valid photo identification. If an authorized escort is not available to pick-up the child or if contact with an authorized escort is not made after 30 minutes, an After School teacher will:

1. Contact the Director of the CARE Program
2. Contact the State Police, Troop D #: 860-779-4900, to report that a child has been left at After School and there has been no contact with a parent and any of the authorized escorts on the child's Authorized Escort form.

At all times, two teachers will remain with the child until the proper authorities or a parent/authorized escort has arrived to pick up the child.

Parents please notify us if a ***NON-AUTHORIZED ESCORT*** (an escort that is not on your child's *Authorized Escort* form) is coming for your child. **IF WE ARE NOT NOTIFIED, THE CHILD WILL NOT BE ALLOWED TO LEAVE OUR CARE.** In this instance, please be aware that a teacher will need to call the parent for approval. If the parent is not accessible, the child cannot leave our care. If the parent is notified and gives consent, a teacher must check a photo ID and have the escort sign the child out.

### **PARENT COMMUNICATION**

Children inevitably go through periods of growth that necessitate some adjustment in our responses to - and our expectations of - these periods. Open lines of communication are critical for discussing mutual concerns and making changes when necessary. The After School teachers will be able to maintain strong lines of communication with parents through informal exchanges at pick-up time. Conferences may also be scheduled with the Director and/or teachers, and may be initiated by either the parents or staff members.

### **PARENT VISITS**

We feel strongly that parental involvement is an integral part of our program and we encourage your participation. We feel quite strongly that the ability to "drop in at any time" is the best part of an on-site community program, and represents child care at its finest. To assist you with parent visits, we note the following:

1. Please be prepared to participate in the program activities. You might read a story, share a musical talent, assist children with puzzles and games, or help with clean up.
2. Teachers may be able to talk briefly with you when you arrive but please understand that

Program routines quickly deteriorate if a teacher's focus is on parents rather than children.

3. If you bring siblings with you, please supervise them.

## CONTRACTS

Contracts are made on a school year basis and must be completed before your child is enrolled in the program. After School is committed to accommodating families, and we will try to fit your schedule needs into the program's schedule as much as possible.

After School also recognize that occasionally, you may need additional hours or even additional days to attend meetings, conferences, etc. We will make every effort to accommodate you, provided that

- Additional hours beyond contracted hours are requested in advance (24-hour notice is required, but ample notice is advised); and
- Your child's attendance does not cause the After School program to exceed the legal capacity of children in the center at any given time.

Additional hours will be charged at the same rate as contracted hours. Careful selection of contracted hours is essential. Please know that parents will be charged for contracted hours regardless of child's absence due to illness, "days off", etc.

### **School Year Contract**

The After School program is in session for 38-weeks annually for Pomfret Community School children and 36-weeks annually for Rectory Elementary children (this figure is determined by the number of calendar days After School is in session and may vary from year to year). Therefore, monthly tuition is determined on After School Program's 38-week school year for Pomfret Community School students or 36-week school year for Rectory Elementary students and divided over a 10-month period (September to June). Families are responsible to pay the monthly contracted fee plus any additional fee for care provided. A \$10.00 "Late Pay" fee may be added weekly to an account one (1) month past due. After School reserves the right to ask any family who has an account that is past due to keep their child home until payment is made. A \$25.00 fee will be charged for checks returned by the bank. If the bank returns two checks unpaid, all future payments must be made in the form of a money order

## TUITION

Fees will not be charged for days on which the program is closed for holidays, vacations, or shutdowns. However, fees are still charged if the program closes due to snow and professional days. Families are responsible to pay their contracted monthly tuition whether or not their child is absent during that period of time.

Please be advised in the unfortunate circumstances that your account is in arrears, After School reserves the right to ask any family who has an account that is past due to keep their child home until payment (or some arrangements for payment) is made. Any such arrangements should be made with the Director of CARE and the Rectory School Business Office.

## BILLING

Families will be billed on a *monthly* basis through Rectory School and are expected to pay in full by the 15<sup>th</sup> of each month. Bills will include the fixed rate for contracted hours, additional hours provided in that time period, and applicable late fees. If payment cannot be made in full, please contact the business office to set up a payment arrangement.

## WITHDRAWAL POLICY

Please notify the CARE Director, in writing, at least two weeks prior to enrollment changes. If a two-week written notice is not given, you will be required to pay the tuition for the remainder of the two weeks.

## INCLEMENT WEATHER

In the event of inclement weather, the Rectory School Administration shall decide whether school will be closed or delayed. These decisions are made independent of area school systems. **All delays or closings will be announced by 6:00 a.m. and will be available at the following locations:**

- Homepage of the School's website ([www.rectoryschool.org](http://www.rectoryschool.org))
- The School's Inclement Weather line (860-963-7145)
- NBC news (television and web [www.nbcconnecticut.com](http://www.nbcconnecticut.com)).

On a delayed-opening morning all divisions - CARE, Elementary, and the Middle School - will begin to accept students at 9:30 a.m. in their retrospective areas. The additional time in the morning will make the roads safer for our teachers, families, and staff as well as will allow some helpful time for snow removal and sidewalk preparation on campus. In the event of an early closing parents will be notified via email or phone call. In all instances, Rectory will endeavor to be open as long as conditions are safe.

Parents should always make the decision most appropriate to their situations and always err on the side of caution.

## CHILD ABUSE AND/OR NEGLECT REPORTING

The Rectory School has a responsibility to prevent child abuse and neglect of children enrolled in the school. The State of Connecticut requires that all school employees report to the Department of Children and Families ("DCF") any and all suspected cases of child abuse and/or neglect "as soon as practicable but not later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm."

**Mandated reporters** include all faculty and health center staff, and any school employee, including teachers, administrators, counselors and coaches as well as anyone else under contract with the school who has regular contact with students. After School employees are therefore obligated to report to the State any suspected cases of child abuse and/or neglect. In the event that an employee suspects child

abuse or neglect, s/he may consult with the CARE Director prior to contacting DCF. The CARE Director will immediately notify the Headmaster of Rectory School of any incidents of suspected child abuse and/or neglect. A written report prepared by the staff member who witnessed the incident or who suspects child abuse or neglect shall be submitted to the Headmaster within 24 hours.

The Rectory School supports zero tolerance for abuse and neglect. If a staff member of the After School program is suspected of child abuse and/or neglect, the staff member will be suspended or placed on leave until the completion of any DCF investigation as well as any internal investigation, where appropriate.

**“Abused”** means that a child:

- 1) has had physical injury or injuries inflicted upon him other than by accidental means;
- 2) has injuries which are at variance with the history given of them; or
- 3) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

**“Neglected”** means that a child:

- 1) has been abandoned;
- 2) is being denied proper care and attention, physically, educationally, emotionally, or morally;
- 3) is being permitted to live under conditions, circumstances or associations injurious to his well-being; or
- 4) has been abused.

The suspicion or belief of a mandated reporter may be based on factors including, but not limited to: observations, allegations, facts or statements by a child or victim, or a third party. Such suspicion or belief does not require certainty or probable cause. Staff are protected by law from discrimination or retaliation for reporting abuse or neglect in good faith.

### **Notification of Parents**

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child, unless the allegation concerns an employee of After School. In cases not involving a After School employee, the CARE Director, acting in coordination with DCF, will make a determination of whether or not the parents should be notified.

*Reporting requirements:* To make a report:

- Inform the Director if you believe that a child at the After School program is being or has been abused or neglected, or is in danger of being abused.
- Call the Department of Children and Families (DCF) Child Protection CARELINE at 1-800-282-2288 within 12 hours.
- Submit a written report of the suspected incident to the Director with 24 hours.
- Note: If you believe that a child is in extreme, immediate danger, you should call the police at once. Police response time is faster. DCF works closely with state and local Police departments in investigating and intervening in severe physical abuse and all sexual abuse cases.

- If you report orally to the police, you must submit a written report (DCF Form #136) to DCF within 12 hours of contacting the police. If you report directly to DCF, you are not required to submit a report, but you may if you wish.

Your report must include the following information, if known:

- Child's name, address, age and gender.
- Parent's (or caretaker's) name and address.
- Nature and extent of the child's injuries, maltreatment or neglect occurred.
- Name of the person suspected of harming the child.
- Approximate date and time the injuries, maltreatment or neglect occurred.
- Any evidence of previous injury to, or maltreatment or neglect of the child to his or her siblings.
- Any action taken to treat, shelter or otherwise help the child.

After School teachers and teaching assistants are required to complete the Mandated Reporter and Child Abuse and Neglect online training every two years. The After School program nurse consultant is available to discuss any questions or concerns with staff members.

### **SUPERVISION POLICY**

The After School program will have one teacher for every ten children or fraction thereof. At least two teachers will be present at all times. One teacher will never be alone with one child. The group size will never exceed 20 children in one classroom at one time. If group size exceeds 20 students, the children must be split into different classrooms or outside and inside. The After School teachers and staff will supervise all children arriving by bus or leaving the program at all times. When a child uses the restroom, adequate staff will always be present. (please see Bathroom supervision)

**Inside/Outside:** The children must be supervised at all times both indoors and outdoors. If a teacher needs to leave the group, she should always notify another teacher (or call the Director) to have adequate coverage.

**Bathroom:** A child may use the restroom unattended (with the door closed) but a teacher must be present in the classroom or hallway to monitor behavior or need.

### **EMERGENCY PROCEDURES**

**Medical Emergencies:** When a child is feeling ill, has a minor accident, or needs first-aid attention, an After School teacher should take the child aside, to the staff lounge, or the children's bathroom to attend to their needs. The first-aid kit is located on the wall above the sink, in the preschool classroom or on top of the refrigerator in the Infant/toddler classroom. If medical consultation is necessary, they may call Dan Newman in the Rectory Infirmary at EXT: 368. After the child is settled, the teacher who attended to the child should complete an *Illness or Injury Report*. Depending on the seriousness of the incident, the teacher should make a copy of the *Injury Report*, for parents to sign and/or phone the parent to inform them of the incident.

If a child is injured and a teacher feels that 911 should be called, that teacher is required to tell the 911 operator that this is a Priority One call, (which sends the ambulance with lights and sirens). One teacher should stay with the injured child at all times. When the ambulance arrives, a teacher must accompany

the child to the hospital with the child's parent contact information and the *Emergency Contact Form*, that gives consent to treat the child. The teacher must stay with the child until the parent arrives at the hospital.

**Fire Emergencies:** In the event of a fire: After School children will walk with their teachers through the back-exit door of the Art Barn (onto the patio). \*Attendance should be taken when the assembly point is reached. **The Assembly point is on the soccer/lacrosse field out the back-exit door.** If necessary, \*When the children are safe, a teacher should use a cell phone to notify parents and/or the "emergency contact" person on the child's *Emergency Contact Form*.

**Weather Related Emergencies (please also see Inclement Weather Policy):** The After School Program is very sensitive to the responsibility and needs of working parents. Therefore, we will try to remain open during inclement weather unless the conditions are unsafe for parents, children and staff. If driving conditions are hazardous, the After School Program may have an early closing or may close completely. All delays and closings will be announced by 7:00AM on NBC 30 under the listing "Rectory School" or on The Rectory School website. In the event of an early closing, all parents will be contacted by telephone.

**Evacuation:** In the event that the space the children are located in becomes unsafe, staff should walk the children to the Wrestling Room, which is located in the basement of the Gymnasium. An alternative location on campus would be the basement of the DGB dormitory across from the Art Barn. Teachers must have their classroom attendance and a first aid kit. Teachers must also have the children's *Emergency Contact Form* to notify parents if necessary. One teacher must have a cellular phone on them when evacuating.

## **DRILLS AND SAFETY PROCEDURES**

The Rectory School will have quarterly safety drills to ensure systems are working properly. Drills may include fire, lockdown, or shelter-in-place drills. Parents will receive an email notification for any school wide drill prior to and after the drill has concluded. Notifications will not be sent for fire drills. Drill and Safety Procedures are located in the Rectory School Emergency Flipchart. The flipchart is located on the stairway wall between the infant/toddler and preschool classrooms. All teachers, assistants, administrators, and volunteers are required to review the flipchart prior to working in the After School classroom.

## **CPR AND FIRST AID**

All CARE staff are first aid and adult, child and infant CPR trained. Training is completed every two years and is approved by the State of Connecticut, Office of Early Childhood. During the program hours (3:00-6:00 PM), at least one person will have a current certification in CPR and First Aid.

## **CONFIDENTIALITY:**

After School understands the importance of keeping your child's information confidential. All personal information including health records, assessments, screenings, and family forms will keep confidential,



in files located in the Director's office. Information will not be shared outside the center without written consent from a parent or guardian, except as required by law. Only the classroom staff and the Director will have access to the child's health and file information. We will only release information to outside therapists, specialists, school systems, or other childcare centers upon receipt of a signed and dated consent form. Parents and guardians have the right to view a child's file at any time. Please contact the Director if you would like to see your child's file.

### **CHILDREN AT PLAY**

The After School program will not restrict participation in the daily activities due to clothing. The only exception will be if children do not have weather appropriate clothing for outdoor play in cold or rainy weather. Please be sure that your child has play clothes, extra clothes, boots for mud, and winter clothing (when needed), etc. packed in their bags so that they can participate in our curriculum. We would be happy to remind children to change into play clothes before snack.

### **RECTORY SCHOOL CAMPUS:**

Based on the belief that children enjoy and benefit from interactions with the world around them, staff will provide many opportunities for children to explore The Rectory School Campus. Children might watch a sporting event, attend a play or concert, borrow books from the library, or take a hike in the woods. The children will be able to participate and discover a variety of environments, including the gymnasium, science labs, library, and music room.

### **CAR IDLING POLICY**

In an effort to ensure the safety of all students on campus, the After School program recommends vehicles (buses, cars, maintenance vehicles) are not left idling on campus, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

### **COMMUNITY SERVICE STUDENTS/ STUDENT TEACHERS**

After School welcomes a variety of "extra" hands throughout the year. In particular, a number of Rectory students (grades 5-9) or Pomfret School students (grades 9-12) may rotate through After School each season. The volunteers will assist teachers by interacting with children at play, or helping with routine maintenance. All visitors/students are always supervised and are never left alone with the children. Background checks will be conducted of each non-parent adult volunteer prior to permitting him/her in the classroom.

### **TOY POLICY**

We find that the staff and children spend a substantial part of our day discussing and eliminating conflicts concerning toys brought in from home. The children often misplace their favorite toys, are sad if something is lost or broken, and feel hurt or left out if they are not included in the play. Therefore, while we want to encourage the sharing of items with educational value in the classroom, children are asked to keep toys at home unless teachers have specifically requested items to extend a particular

learning experience. We appreciate your help in this matter, and we pledge to provide a fun and enriching program for your child.

### **MEDICAL FORMS**

The State of Connecticut requires certain medical forms be maintained in the files at After School. These forms include the “School Age Health Assessment Record” and immunization report and an Individual Plan for Care, if a student has any food allergies or disabilities. In addition, an Emergency Contact Form is required, should emergency treatment become necessary. The required forms are included in the paperwork necessary for enrollment. Our Director and Nurse Consultant will periodically review forms to ensure that they are up-to-date. Parents and guardians are expected to update the School if/when there is a significant change in a child’s medical status or needs.

### **ILLNESS POLICY**

Illness is a fact of every child’s life, and so it is no secret that children in school environments seem to be sick often. The School recognizes the enormous stress that comes from having to juggle work schedules and staying home with a sick child, and will do everything it can to ensure that the opportunities for disease transmission are minimized.

To this end, the School cannot overemphasize the value of hand washing as an effective tool to stop the spread of disease. Therefore, teachers and children will be washing with soap and water several times each day. We are not allowed to provide any medication while the children are in our care without a medical form signed by the child’s physician and a parent’s approval.

To assist in the above efforts, the School asks that parents recognize the signs and symptoms of illness that warrant keeping a child at home, and support teachers when the decision is made to send an ill child home.

Any of the following conditions would prevent your child from attending school, or would warrant After School sending your child home. Any child who is recognized as sick according to the list below will be removed from the until a parent or authorized escort can pick up the ill child. Parents will be notified to pick up a child if the child cannot participate in the day’s activities due to illness. Parents/escorts have one hour from the time of notification to pick up the ill child.

It is our expectation that the child will remain home until s/he has recovered sufficiently to return to full activity at school. A doctor’s note is required for your child to return to school prior to the 24-hour recovery period.

**Fever:** Over 101 orally. **Child may return 24 hours after temperature has returned to normal without fever reducing medication.**

**Diarrhea:** Loose, watery stools. Watch for malaise, irritability and poor appetite. **Child may return once bowel movements have returned to normal**

**Vomiting:** Watch if accompanied by fever and/or lethargy. **Child may return 24 hours after last vomiting episode.**

**Streptococcal  
or other Bacterial  
Infections:**

Attendance is determined after throat culture results. **Child may return 24 hours after started on antibiotics**

**Conjunctivitis:**

Highly contagious eye infection showing reddening inside eyelid (pink eye or thick discharge). **Child may return after 24 hours of treatment with “topical” antibiotics.**

**Skin Rashes:**

All contagious rashes including, impetigo, 5<sup>th</sup> disease, pinworm, and any rashes with open sores need to have treatment and a physician’s note allowing child to return.

**Pediculosis (Head Lice):**

Return is dependent on treatment and a physician’s note saying child is clear of all lice and eggs.

**Chicken Pox:**

Calls for strict isolation until all vesicles and most of the scabs disappear (usually one to two weeks after onset of rash). **Child may return only after new eruptions have ceased and the scabs are all scabbed over.**

Note: The above list is not exhaustive. There may be other conditions that require After School to send your child home. **Please note that these policies are strictly enforced for the health and safety of ALL students and teachers.**

### **UNDER IMMUNIZED CHILDREN**

Occasionally, an enrolled child may be under-immunized because of a medical condition (documented by a licensed health professional) or due to family religious beliefs. In these circumstances, if there is an outbreak of a vaccine-preventable disease, any child who is under-immunized for this disease will be promptly excluded until the outbreak is over and a medical authority authorizes the child to return to the center.

### **MEDICATION POLICY**

The After School program will only administer emergency medications such as Epi-Pens, Benadryl, and rescue inhalers. If your child has been prescribed any of these lifesaving medications, please see the program director for the proper forms. If you have any questions regarding this policy, please see the program Director.

## **MEDICATION POLICY FOR LIFESAVING MEDICATIONS**

After School will store and administer any lifesaving medications (e.g., Epi-Pens, Benadryl, inhalers, etc.), in accordance with written orders from a physician and with parent and doctor's consent. An authorized form, which must be signed by the child's pediatrician and a parent, is available if you contact the Director.

The form must include the following information:

- Child's first and last name, address, and birth date;
- Name of drug prescribed;
- Prescribed dosage;
- Method of administration;
- Time to be administered;
- Possible side effects; and
- Name and address of prescriber

All medications must be in their original container and clearly labeled with child's name and directions for use. The medication label must have the following information:

- Child's first and last name;
- Date that the prescription was filled;
- Name of the health care provider;
- Expiration date of medicine or the period of use of the medication;
- Manufacturer's instructions;
- Name and strength of medication; and
- Instructions on how to administer and store the medication.

Except for non-prescription medications and pre-filled injectables, (i.e. epi-pens) all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be double locked. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children.

## **REPORTING COMMUNICABLE DISEASES**

In an effort to keep the children, families and staff in the After School program healthy and safe, please inform the CARE Director if your child has acquired a communicable disease. After School teachers and staff will keep your child's illness confidential. Please know that the After School program is required by the Office of Early Childhood to post any communicable diseases for families and provide information regarding the acquired illness. Specific illnesses will require immediate notification to the Department of Public Health. Implementation of appropriate preventative measures will be taken and may require cooperation of parents, staff and medical consultants.

## **CLOTHING**

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the school. All extra clothing should be labeled with the child's name. If

wet or dry clothes are sent home, please return a clean set of clothes the following day. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly with sun protective clothing in warm weather and warm layered clothing in cold weather. **All clothing should be labeled.**

### **OUTDOOR PLAY:**

Children should come prepared for daily outdoor play, weather permitting. Boots, raincoats, snowsuits, sweaters, hats, jackets, and mittens, (labeled, please) allow the After School teachers greater flexibility in determining appropriate outside activities. We will be going into the wooded areas on campus as well as playing recreation sports. Please be aware that clothing may be wet and dirty.

### **FIELD TRIP POLICY AND PROCEDURES**

During the school year, our classrooms may take many different kinds of trips related to their curriculum studies. Field trips can be an educational and fun way to bring concrete experiences to young children. Safety on a field trip will be the number one concern. A permission form will be signed prior to each field trip listing specific information, including purpose, place, time, costs, and transportation needs for families. Please be advised of the following:

- All children must have the following in order to attend the field trip:
  - A signed permission slip
  - Medical Emergency information
  - Car Seat or Booster seat
- All children will be assigned to a designated teacher who will have a list of the children for who s/he is responsible.
- Head counts will be taken frequently and whenever the group moves from one area to another.
- If a teacher (with a group of children) breaks away from the larger group, s/he must be carrying a cell phone on them for emergencies.
- Teachers will be aware of where the first aid kit or first aid center is at the destination.
- Children with disabilities will have access to all field trips via Rectory School buses. Children with medical disabilities will be assigned to the Head Teacher for monitoring and administration of medication, if needed.

### **FOOD PHILOSOPHY**

We believe that each child should be allowed the opportunity to be exposed to a variety of food choices. Snack time should be a pleasant social experience in which each child can eat at a leisurely pace. No child will be denied a meal for any other reason than written medical direction or forced to eat against his/her will.

We promote children to make their own healthy choices and encourage nutritional awareness when choosing what to have for snack each day. We will provide a fruit or vegetable choice as well as a cracker or dairy choice each day. It will be your child's decision to choose what s/he prefers. We do

not require children to eat both choices, if they are not hungry. Unless pre-approved by a teacher, we will not serve candy or soda at After School Program

### **SNACKS**

After School will provide a nutritious daily snack for your child. Examples of snacks include: fruit, cheese, crackers, rice, and vegetables. After School will only serve water to the children during school hours.

### **FOOD ALLERGIES**

Parents are expected to notify the After School program if their child has a food or other life threatening allergy that may require medical attention or other accommodation. The School will coordinate with parents and appropriate medical providers to develop protocols for prevention and response, as well as required accommodations.

### **TRANSLATION SERVICES**

The After School program will make every effort to provide a translator or translation services to those families that need this service. Please don't hesitate to request these services, if needed

### **STATEMENT OF UNDERSTANDING:**

The teachers at the After School Program will do everything reasonably possible to meet the varied needs of the children enrolled, and will work very hard to provide a positive experience for every child. There may be times, however, when we will not be able to meet the needs of a child and/or family. In such a case, after exploring the resources available to us, we may determine that our center is not the best place for a child. We will then work cooperatively to assist a child's family as they find an alternative childcare arrangement that is better suited to the child and the family's needs.