

# *Pre School*

# *Parent Manual*



## **IMPORTANT**

**- POLICIES AND PROCEDURES CAN CHANGE ANNUALLY. IT IS THE PARENTS RESPONSIBILITY TO READ AND UNDERSTAND THE MANUAL THOROUGHLY.**

Updated 8/4/22

\* Calendar on page 17 to hang up on refrigerator \*

## **OUR MISSION**

The Hide Out Preschool  
*"Where learning is child's play"*

Based on the idea that children learn through play, our mission is to create a unique learning environment which piques children's natural and insatiable curiosities. Through the use of learning centers, a varied teaching approach, and individual assessments, we provide the preschool child with an environment of exploration where play and learning are intertwined.

## **GOALS SPECIFIC TO THE PRESCHOOLERS**

In addition to the above, our preschool program will also strive to:

1. Build self-confidence and self-esteem within each child,
2. Provide a happy, secure, safe, and rewarding first school experience for each child in hopes that a positive learning attitude will be established for a successful educational future, and
3. Provide opportunities to expand developmental skills in language, small and large motor development, cognitive skills, social skills, and creativity.

## **PROGRAM PROGRAM OUTLINE**

The preschool program will occupy an exclusive area within the Hide Out, before and after school program location. The basic hours of the preschool program are 9:00 am to 1:00 pm. However, we are open from 6:30 am to 6:30 pm if extended hours are needed for child care.

## **THE HIDE OUT CURRICULUM**

The Hide Out strategy for preschool learning begins with the understanding that:

1. Every child is eager and ready to learn new and challenging, yet age appropriate skills.
2. Every child will progress through specific sequences of skill; however, will master those skills on an individual basis.
3. A child must master each level of skills before progressing to the next in order to be successful in learning

Our curriculum has been developed by the collaborative efforts of a Connecticut certified teacher, 3 certified head teachers, and a parent board using the Connecticut Framework Preschool curriculum as a guide.

The Connecticut Framework identifies specific skills as a foundation for which all children entering kindergarten should have attained.

We use a varied approach to teaching with the realization that children will respond individually to different teaching methods.

- Teaching Strategies: differentiation in instruction i.e.: modeling, repetition, facilitation, circle time, reading, signing, purposeful play and intentional teaching
- Child Groupings: one on one, small group, large group and individual exploration
- Learning Centers: Dramatic play, Science, Math, Manipulatives, Art, Blocks, Technology, Literacy/Library, and Music
- Ongoing Assessment: observation and individual portfolio

## **DAILY SCHEDULE**

6:30-8:45	Arrival ~ Table Time Activities ~ Learning Centers
8:45-9:00	Clean Up / Bathroom Break
9:00-9:30	Preschool 4 ~ hour arrival / Free Play
9:30-10:00	Welcome Songs / Circle Time

10:00-10:45	Seatwork ~ Letter recognition / Math / Science Experience
10:45-11:00	Clean Up / Bathroom Break
11:00-11:30	Centers/Outdoor Play
11:30-12:15	Bathroom Break / Lunch Time
12:15-12:45	Music & Movement / Outdoor Play
12:45-1:00	Story Time / Pick Up time for preschool 4 ~ hour children
1:00-1:15	Bathroom Break
1:15-2:15	Outside Time <ul style="list-style-type: none"> <li>~ Bikes &amp; Big Wheels</li> <li>Parachute Play</li> <li>Playground</li> </ul>
	Arts & Crafts <ul style="list-style-type: none"> <li>~ Painting</li> <li>Shaving Cream Fun</li> <li>Playdoh</li> <li>Craft Projects</li> </ul>
2:15-2:30	Clean Up / Bathroom Break
2:30-3:00	Story Time / Quiet Time
3:00-3:30	Snack
3:30-3:45	Bathroom Break
3:45-5:00	Outdoor Group Activities <ul style="list-style-type: none"> <li>~ Nature walks</li> <li>Tag</li> <li>Kickball</li> </ul>
	Indoor Group Activities <ul style="list-style-type: none"> <li>~ Bingo</li> <li>Bowling</li> <li>Scavenger Hunts</li> </ul>
5:30-5:45	Bathroom Break
5:45-6:30	Centers / Table games

### DAYS AND HOURS OF OPERATION

**Part time Preschool** ~ Less than 6 hours ~ Will operate on a part-time basis, September through June and will follow the Shelton School System closings and early dismissals.

- Our basic preschool hours are 9:00 AM - 1:00 PM.
- The 3,4 & 5 year old programs run Monday through Friday with part time days available.

**Scheduled closings will include, but are not limited to:**

- ~ Labor Day
- ~ Columbus Day
- ~ Election Day
- ~ Thanksgiving Day and the day after
- ~ Christmas Vacation Week
- ~ New Year's Day
- ~ MLK Jr. Day
- ~ President's Day
- ~ February Vacation
- ~ April Vacation Week
- ~ Good Friday
- ~ Memorial Day

**Full time Preschool** ~ 6 hours or more ~ Will operate on a full-time basis, September through August and will follow the Shelton School System closings and early dismissals. Our summer camp program runs from end of June through August.

- The full day preschool hours will be between the hours of 6:30 AM – 6:30 PM.
- The 3,4 & 5 year old programs run Monday through Friday with part time days available.
- We are extremely flexible in our days and hours. Please ask office personal.
- You are required to sign up for all vacation days/weeks at no extra tuition charge. You may have to pay an activity or lunch fee. You **MUST** sign up to attend.

**Scheduled closings will include, but are not limited to:**

- ~ Labor Day
- ~ Thanksgiving Day and the day after
- ~ Christmas Day and the day before and/or after
- ~ New Year's Day and the day before and/or after
- ~ President's Day
- ~ Good Friday
- ~ Memorial Day
- ~ *Possible* day/week before summer camp starts for preparation
- ~ Independence Day or the day before or after if it falls on a weekend
- ~ One week closing at the end of the summer camp for fall preparation

**DELAY POLICY**

**PART TIME PRESCHOOL DELAY POLICY ~ (Less than 6 hours)**

When Shelton schools **delay 2 HOURS**, preschool will be delayed 2 hours and we will open at 11:00 am.  
When Shelton schools **delay 3 HOURS**, preschool will be closed.

**FULL TIME PRESCHOOL DELAY POLICY ~ (6 hours or more)**

The program will follow the Shelton School System decision to delay school. Although the Shelton Schools delay 2 or 3 hours, we will only delay 90 minutes. Therefore, we would open at 8:00 Am.

**However, there will be times that we feel that we can either open on time or may have to delay longer, so please call 929-0744 and listen to our answering machine and check our Facebook page.** A new outgoing message will be recorded on our answering machine as soon as any decisions to delay have been made and posted online.

***We will periodically update as the morning goes on. For example, we will announce at 5:30 am saying we are going to delay our opening until 8:00 am but to check back at 7:00 am for an update. Then, depending on the situation, this update may be revised saying: we are going to open up earlier, or open at 9:00 am, or we are going to close.***

**CLOSING POLICY**

**PART TIME PRESCHOOL**

**WEATHER RELATED CLOSING POLICY ~ (Less than 6 hours)**

1. The Hide Out Preschool will CLOSE when Shelton schools close due to vacation/holidays and any other unforeseen circumstances.
2. The Hide Out Preschool will CLOSE when Shelton schools close due to inclement weather.

***\*\*\*The Hide Out Preschool follows all Shelton School Closings\*\*\****

**FULL TIME PRESCHOOL**

**WEATHER RELATED CLOSING POLICY ~ (6 hours or more)**

When Shelton Schools close due to weather, the program will open at 9:00 AM. The decision to close the program will be at the sole discretion of the owner and will be made by 8:30 AM. **However, there will be times that we feel that we can open on time, so please call 929-0744 and listen to our answering machine or check our facebook page.**

A new outgoing message will be recorded on our answering machine and put on our facebook page as soon as any decisions to close have been made.

***We will periodically update as the morning goes on. For example, we will announce at 5:30 am saying we are going to delay our opening until 9:00 am but to check back at 8:00 am for an update. Then, depending on the situation, this update may be revised saying: we are going to open up earlier, or open at 9:00 am, or we are going to close.***

We will accommodate all who arrive on school cancellation days up to our capacity limit, which is 1 staff person to every 10 children, as per state regulations. This will be determined on a first come, first serve basis.

- You need to send your child with a lunch.
- There will be no rebates or credits applied to your account if a snow day is not used. Your full monthly rate will be charged.

## Miscellaneous Closings

When Shelton Schools close due to any of the following, unexpected school closings, changes in school days and hours, such as hybrid and distance learning schedules, national and/or local disasters, public health emergencies, state of emergencies, pandemics etc. the program **WILL** be open and your monthly tuition per your contract is due regardless if your child attends or not.

If your child does not attend our program due to personal absences, personal religious holidays, sickness, hospitalizations, school vacation days and/or weeks, mandated and/or self-quarantines, parents working from home, siblings home from school, or family members visiting, the program **WILL** be open and your monthly tuition per your contract is due regardless if your child attends or not.

When the program has scheduled and unscheduled closings your tuition is due per your contract.

### THE HIDE OUT EARLY CLOSING

#### **PART TIME PRESCHOOL EARLY CLOSING POLICY ~ (Less than 6 hours)**

In the event of bad weather or other unforeseen circumstances, we may choose to close early. If such a situation arises, parents will be notified by phone at least 1 hour prior to closing. If parents find travel impossible, parents **will need to make alternate arrangements** for pick up with the individuals listed on the registration form.

#### **FULL TIME PRESCHOOL EARLY CLOSING POLICY ~ (6 hours or more)**

In the event of bad weather or other unforeseen circumstances, we may choose to close early. If such a situation arises, parents will be notified by phone at least 1 hour prior to closing. If parents find travel impossible, parents **will need to make alternate arrangements** for pick up with the individuals listed on the registration form.

## ENROLLMENT

### ACCLIMATION TO PROGRAM

To acclimate your child to The Hide Out, we strongly suggest a visit to the center by you and your child. To help with the initial anxieties your child may be faced with, we will take the time to show your child the facility and explain and simplify the routine. We will introduce them to the staff and to the other children. Please advise us immediately of any anxieties your child may have so that we can help him/her with this big step.

### ENROLLMENT ELIGIBILITY

Enrollment into the program will be on a first come first serve basis.

- The children must be at least 32 months through 5 years of age.
- Children **MUST** be potty trained and in underwear only. Pull-ups are not considered underwear.
- Registration opens each January for the following school year. Current enrollment will be given first opportunity (1 month from start of open registration) to re-register for the next school year.

## REGISTRATION

In order for registration to be considered complete, parents must:

1. Complete registration forms.
2. Provide The Hide Out with the child's health form.
3. Sign the following forms:
  - ❖ Contract
  - ❖ Confirmation
  - ❖ Permission to be Transported (if necessary)
  - ❖ Release of Information & Photo Release
  - ❖ Waiver Form
  - ❖ Online Parent manual read, and signed ([www.thehideoutshelton.com](http://www.thehideoutshelton.com))
  - ❖ 32-36 Month Preschool Endorsement (if needed)

5. Submit all forms and a Non-refundable registration fee of \$50.00 per child to: **The Hide Out  
49 Mohegan Road  
Shelton, CT 06484**

\* Registration is not considered complete until all of the above has been submitted.

## PAYMENT POLICIES

### PAYMENT SCHEDULE

Payment is due on the 1st of the up coming month. You are given a grace period to the 5th of the month. If your account is not paid in full by the 5th of the month, your account will then be charged \$5.00 **per day** (excluding weekends) until the 10th of the month. If your account is not paid in full by the 10th, your child will be dismissed from the program as of the 11th of the month. If the 1st falls on a weekend, then your credit card will be charged the Friday before.

### MONTHLY FEES

Fees are based on a **yearly tuition charge**, which is then broken down into monthly payments. There are no credits or reduction of monthly fees because of illness, snow, late starts, absences etc. Please refer to your contract for all instances. However, there may be additional charges for such things as field trips, extra days, extra hours, guests etc.

### PAYMENT METHODS

All checks are to be made out to: **HIDE OUT**. We also accept Visa, Master Card, or cash.

### BOUNCED CHECKS

There will be a \$20.00 charge applied to your bill every time a check is returned for insufficient funds. After the second such occurrence, we will ask that all future payments be made by money order, bank check, cash, or Visa / Master Card. Repeated occurrences may result in dismissal from program.

### BILLING

Bills for services will be issued each month for the upcoming month approximately 1 week before they are due. Bills will be placed in your "mailbox"; however, it is the parent's responsibility to keep up with the payment schedule. Notice of any extra charges that may occur within each month (late fees field trips, extra hours/days etc.) will be issued. These extra charges are due within 1 week of the notice.

### WITHDRAWAL

Enrollment is for the complete scholastic year, September thru June/August. Parents may withdraw from the program for **extreme reasons** such as of lack of work/pay or relocation. However, **enrollment into the program obligates you to the full school year, September through June/August.**

Changes in school days and hours, such as hybrid and distance learning schedules, unexpected school closings, national and/or local disasters, public health emergencies, state of emergencies, pandemics, mandated and/or self-quarantines, school vacations, parents working from home, siblings home from school, family members visiting,

weather-related closings, Hide Out scheduled and unscheduled closings do not constitute extreme reasons for dropping, and you will be charged for the remainder of the school year.

A written notification of intent to withdraw must be submitted to the Director or other office personnel **at least 1 month** prior to leaving. It is at the owners discretion to allow families to break their contract.

Temporary withdrawal is not an option. If you want to reserve your spot during a brief interruption of service, full monthly payments are required. If you do withdraw and wish to re-start, the complete registration procedure will be necessary with no guarantee that your spot will be available.

### **DISMISSAL FROM PROGRAM**

The Director and/or teacher may determine that the program cannot meet a child's needs. Should this be the case, a meeting with the parents, the teacher and the Director will be called to discuss the problem and to offer alternative solutions.

Other reasons for dismissal might include, but are not limited to the following

**1. Non payment:** Non-payment, continued late payment, and repeated incidence of bounced checks and/or declined credit card payments are reasons for dismissal from program. Payment plans to correct a delinquent account can be worked out, however, strict compliance to the payment arrangements is expected.

**2. Miscellaneous:** Continued violation of policies such as late pick-up, bounced checks, not adhering to sick policy, neglect of parental responsibilities, etc. will be reason for dismissal.

### **EMERGENCY PROCEDURES**

#### **ON SITE SHELTER**

In the case where the school location or immediate vicinity is entirely closed off and no entry or exit is possible, the following plan will be initiated:

1. Call 911 and calmly explain the situation.
2. Personnel under the direction of The Police Department will assist and set up the location as an on site shelter, providing us with water, cots, and generator for electric power.
3. Make public announcement on local T.V. stations
4. Try to make direct phone contact with parents, and leave a message on the answering machine.

#### **FIRE EMERGENCY**

- Notify Director, Head Counselor, or person in charge of the fire and its location.
- The person in charge will:
  - 1) Direct staff. Counselors will gather children and exit the building, according to the evacuation plans, and escort the children to Mohegan School in a calm and orderly manner. The attendance will be checked once the group is at a safe distance and again at Mohegan School.
  - 2) Call fire department,
  - 3) Retrieve children's files and,
  - 4) Call all parents.
- The Director will check bathrooms and all program areas.
- A final attendance check at Mohegan School will be made by the person in charge using the master check in/out list. As children are released to parents, they will be checked off.

#### **EMERGENCY MEDICAL PROCEDURE**

In the event of a medical emergency, the following procedure will be followed:

The staff member closest to the victim (person A) will immediately assess the situation, call for assistance, and initiate the proper first aid procedures. The next available staff member (person B) will further assess the situation and report all information to the Director or Head Counselor (person C). Person C will call 9-1-1, retrieve the victim's file, make necessary calls to parents, and assign additional staff members (persons D) to:

1. Occupy the other children,
2. To tend to the parents needs,
3. Watch for Emergency Medical Technicians at the end of the driveway, and
4. Stand at the doorway to allow access for Emergency Medical Technicians.

~ ALL STAFF MEMBERS ARE REQUIRED TO BE FAMILIAR WITH THIS PROCEDURE! ~

### **EMERGENCY CONTACTS**

Christine Regan R.N.	203-209-6956
Huntington Family Dental Group	203-929-6338
Valley Ambulance	911
Griffin Hospital	203-735-7421
Poison Control	1-800-343-2722
Child Abuse	1-800-842-2288
Police Dept. Emergency	911
Police Dept. Routine	203-924-1544
Fire Emergency	911

All local hospitals have been contacted to ensure that our emergency needs can be met if needed. In order for your child to receive treatment if necessary, the registration form must be completed and signed. The completed registration form which gives permission for medical treatment, must accompany the child to the hospital.

### **SEVERE WEATHER**

Should severe weather conditions create an emergency situation, the Civil Defense Department and/or Public Works Department will be called for advice and instruction. Parents will be notified of the situation and instructions given by phone. For closings and delayed openings of Smart Start, notification will be made on our website, face book page, and a message will be left on the program's answering machine. If an early closing of the program is necessary, direct phone contact with parents will be made.

### **EMERGENCY EVACUATION PROCEDURE**

In the event of a natural disaster or large-scale local accident, where immediate evacuation of the area is necessary, the following procedure will be followed:

- The Director will be in charge and will identify the emergency.
- The person in charge will call the Shelton Police Department (911) and/or the Fire Marshall (924-1555 ext 24) and calmly and completely inform the official of the situation and await instructions.
- The person in charge will be responsible for executing a safe and controlled evacuation, following the prescribed instructions of the Shelton P.D. or Fire Marshall.
- The person in charge will direct other staff to assemble all children and adults on the premises for a total roll call and count.
- Upon boarding the transportation, each staff member will take a head count. The Director will then take a total head count before leaving the sight. The Director will have in her possession; the daily attendance list and the children's emergency file cards.
- One of the following emergency evacuations sites will be used depending on the situation and which is the most accessible. Any City Building, **a.** nearest elementary school (Mohegan) **b.** Senior Center **c.** City Hall

Once at the evacuation site, the Director will take a head count, and make telephone contact with all the parents.

### **GENERAL POLICIES**

#### **LEFT CHILD / LATE PICK UP**

Parents are strongly discouraged from taking advantage of the program past the program end time. For example, if your child is signed up until 1:00 PM, then please try to be here by 12:55 PM. Remember it takes time for your child(ren) to gather their belongings and sign out. A \$20.00 late fee for arriving 10 minutes past 1:00 and \$3.00 for every minute thereafter will be added to your tuition. This also applies to extended preschool children. However, should lateness occur, the following procedure will be followed:

- Two staff members, 18 years or older will remain with the child until a parent arrives. If the staff must



meet other obligations, then alternate staff will be contacted for proper coverage.

- If after waiting 15 minutes with no word from the parent, the staff will notify the Director who will attempt to locate the parent or parents.
- If the second parent was located and has picked up the child, a message on home, work and cell phone will be left to indicate the child had been picked up.
- If parents cannot be reached, staff should call alternate contact persons on the registration form. If the child is released to one of the contact persons, messages will be left on home, work and cell phone answering machines.
- If after a reasonable length of time (1/2 hour after program end time) all attempts to contact parent or alternate contacts were made, but to no avail, we will consider the child as being abandoned and contact DCF or the Shelton Police Department.

Staff members are cautioned to be aware of the parent's condition if very late. Should intoxication be suspected, the child should not be released, instead the Shelton PD will be contacted.

### **SICK CHILD**

All children will be observed upon arrival for obvious signs of sickness. Should a child become ill during the time they are in our care, these steps should be followed:

- The Counselor should direct her attention to the immediate care of the child in attempt to comfort, reassure, and aide the child.
- The Counselor should enlist the help of other staff members to supervise her/his group while she/he informs the Director bringing the child with her/him.
- The Counselor or Director will pull the child's file for specific instructions or precautions. The Counselor or Director will contact the parent who will be instructed to pick up the child at once.
- While awaiting the parent's arrival, the child will be kept calm, comfortable, and away from the other children but within visual contact of a staff member. An isolation area can be set up directly outside of the classroom but within visual contact of the Counselor or if the Director is available to assist in direct care, in the isolation area within the office.
- **If the child cannot be picked up within reasonable time (1 hour latest) by the parent, other arrangements to remove the child must be made.**
- Children with a communicable illness such as chicken pox, strept throat, pink eye, lice, bronchitis etc., absolutely cannot return without a doctor's note.
- Children cannot return to the program until 24 hours after a fever has broken or 24 hours after a child has last vomited. Therefore, if your child gets sent home with a fever of 100.00 degrees or higher or vomits, they cannot return the next day.
- Severe coughing must be under control to attend our program. The child doesn't need to have a fever or any other symptoms. It is at our discretion to have the parent pick up the child and when the child can return.
- Medications prescribed by a physician can be administered only if a medication form is filled out in full and signed by the physician (located at the end of the manual).
- The parent or doctor must give the first dose of a child's medication.
- No over the counter drugs can be administered without a medication form as well.

### **ADMINISTRATION OF MEDICATIONS**

No medication, prescription or non-prescription, shall be administered to a child without the written order of a physician licensed in this or another state. This also applies to medications prescribed by a dentist. The Hide Out will provide your family with the appropriate form if need be. This form is a standard form approved by The Connecticut Department of Public Health.

#### **Before any medications can be administered the following is needed:**

- 1) An authorization form shall be completed by the Physician completely.
- 2) The medication shall be in the original container.
- 3) The original prescription label shall be on the medication container.
- 4) The name of the child shall be on the container.
- 5) The date of the prescription shall be within one (1) month for antibiotics and within the expiration date for medications, which are so labeled.
- 6) The first dosage of any medication must be given by the parent or doctor prescribing the medication.

### **ABSENT/ LATE CHILD**

It is your responsibility to call Smart Start **every time** that your child will not be attending or if you are just running late. This will help us to stay on our schedule.

## **SUPERVISION**

Children will never be left unattended in any area under any circumstances. The staff will maintain a minimum 1 to 10 ratio.

The teachers are responsible for the supervision of their group in each area of the program space, whether it is in the classroom, learning center, lavatories, or outdoors. Should the teacher to leave the group, they must first arrange for alternate staff coverage.

If a child requests the usage of the bathroom facilities other than during the group scheduled bathroom time, he will be escorted by another staff member, the child will never be sent alone. If a child is outdoors, bathroom supervision can be achieved by either:

1. A staff member accompanying him as long as the ratio for the remainder of the group can be maintained. If the ratio cannot be maintained, the staff member will take a group to the lavatories, or
2. Make contact with Director through the use of the intercom so that she will escort the child to and from the lavatories.

## **PLAYGROUND POLICY**

Some of the new playground pieces are designed for ages 5-12 only. There are some sections of the playground that may be too tall and the tasks may be too physically demanding for some preschool children. We have decided to implement our own restrictions.

1. The large beige and maroon piece will be off limits to all pre-school children.
2. The pre-school children will be allowed only on the blue and yellow slide, the merry go round, and the swings.

## **CHILD PICK-UP**

In order for your child to be released to anyone other than a parent, the following procedure must be adhered to:

Anyone picking up a child must be listed on the registration form.

We must have a written note by the parent if anyone is picking up your child that is not listed on the registration form. This note must include the date, date of pick up, child's name, full name of person picking up, and parent signature. You can drop off a note in advance or fax it to us.

- The person picking up will be required to show identification unless the staff knows the person. This is not done to inconvenience an individual, but is to ensure the safety of the child.
- In custody disputes, we are unable to withhold a child from their natural parent without legal court documents.
- Due to insurance purposes, under no circumstances can a Hide Out employee remove a child from the premises. The Hide Out will not be responsible for any staff that is used for private babysitting after operation hours.

## **DISCIPLINARY POLICY**

Discipline should not be a negative reaction to negative behavior, but rather a preventative technique to help children develop self-control. To encourage positive behavior, positive reinforcement, the use of peer support, and clearly defined rules in which the children and teachers have created together will be used.

Should misbehavior occur, the staff member should restate the acceptable behavior, they may then request a time-out in which alternate solutions to the problem are discussed.

The Director and parents will be made aware of any behavior problems, the way in which the problem was handled, and of any progress or regression. If necessary, a behavior modification plan will be developed by the Director and parent.

The staff will not be abusive physically or verbally, neglectful, corporal, humiliating, or frightening in any way. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others.

Removal of a child from the group for disciplinary or health reasons shall be to a location where visual supervision by staff shall be maintained.

Should continued misbehavior create problems for the group, staff, or program, the child may be suspended from the program for a minimum of two days. Upon returning, the child will be placed on a 30 day probation period, and weekly conferences will occur between the parent(s) and the Director. If behavior problems continue during or after the probation period, the child may be dismissed from the program at that time.

Should suspension or dismissal occur, the parents would be asked to pick their child up immediately. Parents will be responsible for payment during days of suspension.

All behavior incidents will be documented and kept with the child's file.

This policy should be understood by the parents and will be followed by all staff members.

## **CHILD PROTECTION PROCEDURE**

The staff and management will always take a **pro-active** approach to protecting the children under The Hide Out care. We will actively and consciously anticipate, seek out, identify, discourage and stop any activity that we deem harmful in any capacity to the children under our care.

### **Protection from strangers:**

1. We will maintain adequate supervision in all areas of the program.
2. We will not allow any child to leave the building or premises on their own.
3. We will be always conscious of who is around our area and around our children.
4. We will always be aware of unfamiliar people.
5. We will be pro- active in ascertaining who and why unfamiliar faces are present.
6. All staff is trained in responding to difficult confrontations and has been instructed to be prepared to physically protect the children from any harmful situations.
7. Staff has been instructed to respond immediately to intimidating or threatening situations, and to obtain support from other staff members, administration or police department.

### **Protection from bullying:**

1. We will maintain adequate supervision to defuse any attempts in bullying.
2. We strongly encourage an easy line of communication between children, parents, and staff.
3. Any child who feels threatened by any other child or adult should immediately tell a counselor.
4. Mediation between the two parties will hopefully resolve any issues.
5. Documentation of any incidences is mandatory and will be given to the parents of all parties involved.
6. Repeat incidences will result in parent conferences, and possible expulsion from the program.

Please note that during the pre-school years, mis-behavior such as hitting, pushing, or biting are normal at this age, but if not corrected may turn into serious behavior and social problems in grade school. Pre-school is the first introduction to proper social behavior. With your help, we will make every attempt to ensure that your child will be socially adept.

**Parents should never intervene on their own and approach or discipline any child under our care.**

**Any adult, who approaches a Smart Start child in any way, will be told to leave and a police report will be filed. Furthermore, this parent will be restricted from entering the building and their child may have to be withdrawn from the program.**

## **ABUSE / NEGLECT POLICY**

We, The Hide Out, are required by state law to report any child abuse, suspected child abuse, or neglect. Staff will be provided with annual in-service training to make them fully aware of any changes in state laws or policies.

### **1. The definition of abuse is as follows:**

Abuse is a non-accidental injury to a child which is inflicted or allowed to be inflicted by the person responsible for the child's care. This includes, but not limited to malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment, or cruel punishment.

### **2. The definition of neglect is as follows:**

Neglect is the failure of a guardian to provide food, shelter, clothing, medical care, supervision, and education for a child under their care.

Any suspected child abuse or neglect will be reported to the DCF hotline within 24 hours. The DCF-136 form will be completed within 48 hours of being reported, and a copy sent to:

**DCF in Milford  
38 Wellington Road  
Milford, CT 06461  
203-306-5300 TDD: 203-306-5604 Fax: 203-306-5606**

The staff is protected by law from discrimination or retaliation for reporting any child abuse or child neglect (Refer to Connecticut General Statutes, Section 17a-101e).

Our administrative responsibilities are to protect the child by providing victims of abuse and neglect with needed medical services by reporting any suspected child abuse or neglect to:

1. DCF
2. The owner of Hide Out
3. Our Nurse Consultant
4. Our Social Service Consultant
5. The parent or guardian

If the suspected child abuse is within the facility, that staff will be temporarily suspended pending thorough investigation. Should a staff member be found guilty of abuse or neglect, their employment would be terminated immediately. Our social service consultant and DCF will remain involved as a resource for appropriate guidance. The center will adhere to any recommendations mandated by DCF. Smart Start will notify the local law enforcement agencies of any situation that may hinder the safety of the children in our care.

Our staff is fully trained in the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter both upon orientation and once a year.

### **INCIDENTALS**

#### **INSURANCE**

The program carries accident insurance to cover your child in the event of injury during the program hours. However, you need to supply us with your insurance carrier and policy # in order to receive immediate emergency care.

#### **FUND RAISERS**

We DO NOT do any fundraisers.

#### **TAX I.D. NUMBER**

For your tax preparation, Stepping Stones, Inc. tax number: **06-1324797**

#### **TELEPHONE NUMBER**

(203) 929-0744

#### **E-MAIL ADDRESS**

[Hideout2016@yahoo.com](mailto:Hideout2016@yahoo.com)

#### **WEBSITE**

[www.Thehideoutshelton.com](http://www.Thehideoutshelton.com)

#### **FACEBOOK**

The Hide Out

#### **POLICY CHANGE**

The Hide Out will give at least 30 days notice for any policies we may need to change.

#### **HANDICAP PARKING**

Handicap parking is available for easy access to the program. The two parking areas are designated by the signs. Please do not utilize these spots (even for quick drop off or pick-up) unless you have a handicap sticker.

#### **LUNCH**

Preschool children should bring a nutritious lunch and drink from home. Lunches should be packed in an insulated lunch bag with ice pack if necessary or in an insulated thermos. Heating is available. Cooking and refrigeration are not available. We supply afternoon snack at 2:45.

#### **VIDEOS & MOVIES**

*Occasionally*, (if ever) if the weather prevents outdoor activities, we may choose to show videos. Videos & movies will be of G rating only.

#### **LOST AND FOUND**

The Hide Out lost and found box is located near the parent board. The items will be gone through once a month with the children. Any left over items will be donated to Good Will. A sign will be posted on the parent information board when this will take place.

#### **TOYS FROM HOME**

The Hide Out does not allow children to bring in toys from home except for show and tell. The Hide Out will not be responsible for lost, stolen, or broken items.

## CHILD EVALUATIONS / PARENT CONFERENCES

Although The Hide Out always has an open door policy, some parents might like to schedule a conference regarding their child (i.e. acclimation to program, socialization, behavior, etc.). To do so, a parent should speak with the teacher weeks prior to a potential meeting date.

## PARENT COMMUNICATION

- ❖ We hope to establish an open door policy, encouraging any comments, concerns, and suggestions.
- ❖ We will communicate with you any significant occurrences in your child's growth, behavior, and accomplishments.
- ❖ Should you need advice in the area of child rearing, please feel free to come to us, we can offer suggestions and/or refer you to the appropriate resources.
- ❖ Notices regarding any important information will be placed in your parent mailbox. Check your mailboxes daily!
- ❖ Should we need to speak with you directly; the sign-in/sign-out sheet will be highlighted in **blue**.
- ❖ Check postings on Parent Information Board daily.

## ACCIDENTS / ILLNESS / INCIDENTS/ F.Y.I.

Should your child receive a mild injury, get sick, or be involved in any incident involving staff or other children, you will be notified in the form of a written summary.

A highlighted area on the sign-in and out sheet indicates that such a form needs to be read and signed by the parent.

**Yellow** ~ Indicates an accident or illness  
**Pink** ~ Indicates an F.Y.I. / Incident/Documentation

## COMMUNICATION PROCEDURE

Any parent wishing to discuss or question policy or procedure should:

- FIRST** ~ Discuss the matter with the staff member responsible for the child.  
**SECOND** ~ If this brings no resolve, a joint meeting with staff member, parent, and Director should be arranged.  
**THIRD** ~ If the matter needs to be taken further, our educational consultant may be called on to offer recommendations or suggestions.

If complaints cannot be resolved in the above manner, then the parent will be referred to:

State of Connecticut  
 Department of Public Health  
 450 Columbus Boulevard  
 Suite 302  
 Hartford, CT 06103  
 1-800-282-6063 OR 1-860-500-4450

In the case of abuse/neglect, contact the Department of Children and Youth Services at 1-800-842-2288.

All inspection reports and compliance letters are available for your inspection at this childcare program or by contacting the Department of Public Health - Day Care Licensing Unit.

## PARENT RESPONSIBILITIES

1. All parents must walk their children into the building.
2. All parents must sign in and out every day. This is a State Law.
3. Please check for accident/illness/incident/F.Y.I. reports and sign daily. Your sign in and out sheet will be highlighted. Yellow = Accident & Illness / Pink = Incident & F.Y.I.
4. Permission slips for trips must be signed. No child can go on a trip without one. This is a State Law.
5. No child can be released to anyone other than his or her parent or legal guardian without written and signed permission. This is a State Law.
6. No medication can be given without a State of Connecticut form with your physician's signature. This is a State Law.
7. Monthly tuition payments are based on a yearly tuition charge, not on daily attendance. Full monthly payments

are due on the first of each attending month in advance, whether attending or not. There will be no exceptions for sickness, vacation, days off, snow days, or holidays.

8. You are responsible for receiving information. All important information is posted and placed in your mailbox. Check your mailbox on a daily basis.
9. We need to be informed in writing of any changes, such as home addresses, work telephone numbers, marital status, permission to pick up your child, emergency information, etc.
10. Send a nutritious lunch in an insulated lunch bag. No heating, cooking, or refrigeration is allowed.
11. Dress children appropriately for active play and for the weather conditions.

**YOUR CHILD'S HEALTH, SAFETY, AND WELFARE ARE NOT TAKEN LIGHTLY HERE. ALL RULES MUST BE FOLLOWED WITH NO EXCEPTIONS TO ENSURE ALL OF THE CHILDREN'S SAFETY.**

### **CONTRACT, REGISTRATION, & ENROLLMENT CHANGES**

Please inform us of any changes such as cell phone #, address, emergency contacts, home number, work number etc.

If you wish to make any changes to your enrollment options such as days or hours, you will be provided with a new contract.

### **PERSONNEL**

#### **EMPLOYMENT REQUIREMENTS**

Qualifications of any staff member being of Teacher status or better, should have at least three years working experience in a child day care, school, or similar program. He/She must also exhibit a personality, which reflects professionalism, creativity, sensitivity, and a genuine love of children. In addition, the teacher must have a minimum of 12 credits in early childhood education.

Careful and detailed consideration of educational background, experience, and personal traits will be made upon hiring of staff, at which time; employment will be subject to a sixty-day trial period. An evaluation of job performance will be reviewed to determine continuation of employment or to identify weaknesses and to suggest methods of improvement.

All persons applying for a position at The Hide Out must provide:

- A completed application
- A current resume
- Two letters of recommendation
- A health certificate with negative tuberculin test
- A health questionnaire
- A W-4 & CTW4 form
- Employee Verification Eligibility
- Copy of drivers license & Social Security card
- Signed employee contract
- Fill out State & FBI fingerprint cards at local police station and submit to the Commissioner of Public Safety.

Upon hiring:

- All new staff members will be fully trained in the policies and procedures of The Hide Out and will be retrained every new fall school year.
- Most staff members will be required to obtain first aid training, CPR, and medication administration training.
- It is expected that all staff become familiar with, review, and adhere to all aspects of the State licensing regulations.
- All staff is required to enhance their present skills, knowledge, and experience with additional training in the field through in-service training, workshops, seminars, or college classes.
- Each is expected to be familiar with the job description for their particular position and to fulfill, but not limit themselves to those items specified.
- A bi-annual self-evaluation / director assessment is required.

Overall, it is expected that all staff members conduct themselves in a professional manner, treating all children, parents, and co-workers with respect and consideration.

\* Employee job descriptions are available upon request.

PARENTS

POLICY & PROCEDURE

MANUAL

[www.Thehideoutshelton.com](http://www.Thehideoutshelton.com)

I have read the online Parents Policy and Procedure Manual. I will be responsible for reading and becoming familiar with all the established policies and procedures set forth and further agree to participate and cooperate with all written within. I also acknowledge that I have discussed the discipline policy with a member of the Hide Out Staff prior to my child's enrollment.

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Printed Family Name

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Parents Signature

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Date

**Please return by Friday, September 16, 2022**

**Dates to Remember**

<b>SEPTEMBER:</b>	5th	-Labor Day/Hide Out Closed	<b>JANUARY:</b>	2nd	-Hide Out Closed
	6th	-First Day of Public School		3rd	-MLK Jr. Day sign up distributed
	19th	-Columbus Day Sign up distributed		6th	-MLK Jr. Day sign up due
	23rd	-Columbus Day Sign up due		9th	-Fall 2023/ 2024 registration distributed
	26th	-Rosh Hashana/Hide Out Closed		16th	-MLK Jr. Day
<b>OCTOBER:</b>	5th	-Yom Kippur/Hide Out Closed		23rd	-February Vacation sign up distributed
	10th	-Columbus Day/No Public School		27th	-February Vacation sign up due
	11th	-Election Day sign up distributed	<b>FEBRUARY:</b>	17th	-February Vacation Day
	14th	-Election Day sign up due		20th	-President's Day / Hide Out Closed
	21st	-Public schools Early Dismissal	<b>MARCH:</b>	3rd	-Public schools Early Dismissal
<b>NOVEMBER:</b>	4th	-Public schools Early Dismissal		10th	-Public schools Early Dismissal
	8th	-Election Day/No Public School		13th	-April vacation sign up distributed
	18th	-Public schools Early Dismissal		17th	-April vacation sign up due
	22nd	-Public schools Early Dismissal		17th	-Public schools Early Dismissal
	23rd	-Public schools Early Dismissal		24th	-Public schools Early Dismissal
	24th	-Thanksgiving/Hide Out closed	<b>APRIL:</b>	1st	-Summer Camp 2023 registration Distributed (Tentatively)
	25th	-Thanksgiving/Hide Out closed		7th	-Good Friday / Hide Out Closed
	28th	-Christmas vacation sign up distributed		10-14	-April vacation week
<b>DECEMBER:</b>	2nd	-Christmas vacation sign up due	<b>MAY:</b>	1st	-End of school vacation day sign up distributed
	23rd	-Public schools Early Dismissal		5th	-End of school vacation day sign up due
	26th	-Hide Out Closed		15th	-June tuition distributed
	27th	-Hide Out Open		29th	-Memorial Day/ Hide Out Closed
	28th	-Hide Out Open	<b>JUNE:</b>	12-15	-Public Schools early dismissal
	29th	-Hide Out Open		15th	-Public Schools anticipated last day
	30th	-Hide Out Open			

## 2022-2023 School Year Calendar

### HANG UP ON REFRIGERATOR