



# UNITED CHURCH NURSERY SCHOOL

Parent Handbook  
2019-2020

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## UCNS OBJECTIVES AND PHILOSOPHY

Young children naturally learn through their own activity and discovery. The UCNS classroom is designed with this in mind. Children learn through active exploration and interaction with adults, other children, and materials that are developmentally appropriate. Throughout the school year, our objectives are the social, physical, intellectual, creative and emotional growth of your child. We offer a curriculum that:

- Develops socialization and listening skills
- Increases the development of fine and gross motor skills
- Promotes sound health, safety, and nutritional practices
- Enhances cognitive skills based on individual readiness
- Develops a child's problem solving abilities
- Stimulates imagination
- Promotes creative expression in art, music, and dramatics
- Improves self esteem and independence

We strive to provide these things in a setting where every child feels loved and safe.

In addition, we know that family involvement in a child's school is an essential ingredient in optimizing a child's education. We promote each family's involvement by:

- Holding conferences twice a year in November and April.
- Sending home frequent updates to parents describing what we are doing in the classroom.
- Asking that you consider serving on our Parent Advisory Board, or volunteer on as needed basis.
- Holding special events for families and parents.
- Encouraging parents to visit at any time.

Each year, a brief orientation for child and parent will occur prior to the start of school. This allows the child time to visit "their school," meet their teachers and acclimate to their new classroom. At this time, parents will have an opportunity to talk to their child's teacher, and remit all required paperwork.

## UCNS DISCIPLINE POLICY

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control. Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

All UCNS Staff use the following disciplinary measures in order to encourage self-control and self-esteem in each child:

- Careful supervision of children to prevent conflicts before they arise.
- The use of words and mediation to settle disputes and conflicts among children.
- Encourage and support positive interactions.
- Set consistent and developmentally appropriate limits and expectations for children that reflect their understanding and safety.
- Use redirection techniques to encourage appropriate behavior.
- If necessary, the teacher and child will find an alternative place or activity within the school until the child is ready to rejoin the activity.

## UCNS BEHAVIOR MANAGEMENT POLICY

UCNS Procedures for Handling Atypical Development and Challenging Behaviors: Children's development and behavior is taken seriously at UCNS. We feel strongly that it is the responsibility of our staff and administration to provide a safe, supportive, and developmentally appropriate program to all children to the highest degree possible. Therefore, we will adhere to the following policy on the management of children with atypical development and/or challenging behaviors.

### Definitions:

Atypical development shall be defined as that which does not meet established norms for children of the same age group in any of the domains of development including physical, language, motor, self-help, cognitive, and social/emotional domains. Challenging behaviors shall be defined as aggression such as biting, hitting, pushing, kicking or other potentially dangerous acts toward other children or staff. Also, inappropriate language, inability to follow rules and comply with directives, escaping from the classroom, outbursts and tantrums, disruption of classroom activities or any act which endangers the health and safety of self or others, damages property, or disrupts program quality. The step-by-step process for assessing, referring, and accommodating children with atypical development and/or challenging behaviors is as follows:

Teachers will bring concerns about a child's development immediately to the attention of the director who will document those concerns and place them in the child's confidential file. Parents will be notified when any behavior of the child is in question. At the director's discretion, an education, health, and/or mental health consultant who has contracted with the program can be contacted for the purpose of advice on assessing, referring, managing and/or accommodating the behavior/development of concern. In many cases, such informal guidance is enough to handle those concerns satisfactorily. Parents will be informed about how these issues will be addressed at the center before there are any modifications to the child's program and to share the recommendations of any consultant.

In the event that the child's development remains of concern, the director will inform parents. It will then be the responsibility of the parent(s) to seek evaluation services through one of the following:

Health care specialist (if a physical concern) of the parent's choice

Mental Health professional (if a behavioral concern) of parent's choice  
Public school early intervention/special education programs (children over 3)  
Connecticut's Birth to Three System (for children under 3)  
Public services (Help Me Grow, Early Childhood Consultation Partnership,  
etc.)

Any fees related to such evaluations shall be the sole responsibility of the family unless otherwise agreed upon in advance.

Parents will be required to submit evidence of contact/appointment with such services within one week of the referral or the child's attendance will be suspended until the evidence of contact has been made. The program agrees to cooperate with consultants and professionals in allowing them to make assessments of the child and his/her educational environment on-site. No information about the child will be provided to these agencies or individuals without parent's signed consent.

The parent agrees to provide the results and recommendations of assessments to the center for the purpose of appropriate program planning for the child. This information may be presented in writing or in a personal meeting between the parent, center staff, and outside agency or professional. Any cost of such planning meetings will be the responsibility of the parent unless otherwise agreed upon. The center agrees to follow professional recommendations regarding the accommodation and support of the child's development to the greatest extent possible while maintaining program integrity and within budgetary, regulatory, or building restrictions that would prohibit making modifications or accommodations to the program. The parent agrees to provide a copy of an IFSP or IEP and permission for the program to communicate with special education personnel and therapists for the purpose of consistency and support in a detailed plan of care as required by DPH. This program is fully compliant with the ADA. Support service professionals, therapists, and special educators will have full access, and cooperation to provide services on site during regular business hours provided they are oriented and agree to follow program policies and procedures. Program transitions will be facilitated by the center in cooperation with other service agencies and transportation systems.

A re-evaluation of the success of any recommendations will take place at a time set by the director, generally 7 to 30 days from implementation of any

recommendations. At that time, a determination will be made to continue successful programming, modify programming for another 7 to 30 days, or recommend an alternative placement for the child. In such cases, or in the case of non-compliance with this policy, parents will have 2 weeks to make new arrangements unless the child is a danger to himself or others, or disruptive to program quality in which case dismissal from the program shall be immediate.

The method and schedule for continual monitoring of the child's growth and development will be determined by the director and will be dependent on the effectiveness of the program for the child. Parents have the right to access any information regarding their child's program and/or development and will be immediately informed should any issues of concern occur. Parents have the right to make on-site visits at any time the program is in session.

## UCNS ABUSE AND NEGLECT POLICY

Every member of our staff has a responsibility to prevent child abuse and neglect of any children involved in our school.

### Definition:

Child Abuse includes:

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

### Child neglect is defined as:

A child who has been:

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

### Staff responsibilities:

As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk. Specifics on reporting a suspected case of abuse or neglect:

Call the Department of Children and Families (operates 24 hours a day) at 1-800- 842-2288.

Call the Connecticut Office of Early Childhood at 1-800-282-6063 or 1-860-509- 8045.

The reporter's name is required, but may be kept confidential.

Information needed:

- Name, Address and Phone number of child
- Name, Address, Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed time and date of incident
- Information about previous injuries, if any.
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child, if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report to DCF.

All staff members are protected, by law, from discrimination or retaliation for reporting suspected abuse or neglect.

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

Our school administration has zero tolerance for abuse and neglect. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

#### Staff Training:

Staff will be required to attend annual staff meetings, held in September, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

## UCNS CLOSING TIME POLICY

If a child has not been picked up within ten (10) minutes of our closing time, a staff person will attempt to call the child's parents on their mobile, work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour if parents or other adults specified on the permission-to-release forms cannot be reached. At that time the child may be released to the police. Two staff members 18 years or older will remain with the child at all times.

## LATE PICK UP POLICY

**For the sake of your child, please be on time for pick-up.** It can be very stressful for a child to remain in the classroom after their classmates have been picked up.

Furthermore, many of our staff members have afternoon and after-UCNS responsibilities and it is unfair to expect our teachers to stay beyond their designated working hours.

In contrast to previous years, we now will adhere to a **strict late pick-up policy**. While we will allow for a one-to-two-week grace period at the beginning of the school year, going forward our policy is as follows:

There is a per child late fee of \$25.00 for every 15 minutes or part thereof that a parent is late picking up a child. Parents who are more than 5 minutes late will be given a warning. If they are late again they will be charged as follows:

- 5-15 minutes late \$25.00
- 16-30 minutes late \$50.00
- 31-45 minutes late \$75.00
- 46-59 minutes late \$100.00

Please advise nannies, sitters, spouses and grandparents of this policy. We thank you in advance for your attention to our pick-up times.

## **UCNS EMERGENCY PLANS:**

### **MEDICAL:**

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

In the event a child becomes ill while at school, parents will be notified and the child will be moved to the Director's office, with a cot available. A staff person will remain with the child at all times.

### **FIRE:**

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be taken on the way out. The group will walk to the field area, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Director or person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children across the street to Hilltop Homes. Parents will be notified via the cell phone to pick up their children.

### **WEATHER:**

On snow days, or during other hazardous weather emergencies, the program will follow the Norwalk Public School closing, delay or early dismissal schedule. Parents will be notified via radio, television announcements, or telephone by program staff to pick up their children due to early closing. Ratios will be maintained at all times and two staff will remain until all children are picked up.

If there is a Norwalk school closing, UCNS will be closed. If there is a school delay, UCNS will open at 10:00am.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors.

It will be up to the discretion of the staff if the seriousness of the situation warrants, children will be moved to the basement until the threat passes. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

#### EVACUATION:

In the event that the facility must evacuate, the children will be taken to Hilltop Homes. Advanced contact has been made with the town's Civil Preparedness Unit, adding UCNS to their list for emergencies. Notes will be posted on the front entrance to the school (main doorway) to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

## UCNS SUPERVISION PLAN

1. A staff ratio of no more than 10 children per staff for children over three. At least two staff members will be present at all times.
2. The group size shall not exceed 20 for children over three and not more than 8 for children under 3.
3. Staff will supervise all children leaving the program or arriving to the program at all times.
4. Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff members rotate among the play areas. Staff is required to have a portable cell phone on hand and be trained in CPR and Epi-Pen administration should an emergency arise while outside.
5. When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves.
6. Children are carefully watched while at play or during an activity within the building, including bathroom use.
7. When a child or children use the bathroom, adequate staff will always be present

## OUR PROGRAM/OPERATING POLICY

### Eligibility

UCNS is open to all children regardless of race, religion or creed, who may benefit from our type of program.

Children enrolled must attain their class age by December 31. The UCNS Board reserves the right to withdraw any child who doesn't meet the requirements for functioning effectively in a group setting.

UCNS, licensed by the State of Connecticut, requires that children enrolled in the Threes, Fours Pre- K and Extended Day programs be toilet trained.

### Twos

There are two classes of eight children, supervised by two teachers. One class meets two mornings per week, and one class meets one morning. Children must turn 2 by December 31<sup>st</sup>.

Thursday, Friday	9:15am-11:45am	.....	.....\$4150/year
Friday	9:15am-11:45am	.....	.....\$2075/year

### Threes

In this program, two sessions of nine children meet three or four mornings per week. Two teachers supervise each class. Children must be 3 by December 31<sup>st</sup>. Children entering this program must be toilet trained.

Mon./Tues./Wed./Thurs.	9:15-11:45	.....	.....\$6400/year
Mon/Tues./Wed./	9:15-11:45	.....	.....\$5000/year

### Fours

This class meets five days per week. There are up to 18 children in the class with three teachers. Children must turn 4 by December 31<sup>st</sup>. Children entering this program must be toilet trained.

Tuesday, Thursday, Friday	9:15-11:45		
Monday, Wednesday	9:15am-1:30pm	.....	.....\$7500/year

### Fives (Pre-K)

This "Kindergarten Readiness" program is for children who have completed

one year of a fours class, but need more time before heading off to kindergarten. Our five's curriculum dove-tails with the 4's curriculum, building on prior knowledge and developmentally appropriate skills. Many themes are used to integrate the subjects of language arts, math, social studies, science and social skills. The pre-k class typically has twelve children, although that may vary depending on enrollment. Two teachers supervise this class.

Tuesday, Thursday, Friday 9:15-1:30

Monday, Wednesday 9:30-3:00. . . . . \$10,250/year

### Extended Day

This afternoon program is offered to children enrolled in our Threes, and Fours, and Pre-K classes. Eligible children who are not enrolled at UCNS may also attend with permission from the UCNS Executive Board. Extended Day meets 11:45-3:00 Monday through Friday beginning in late September (see calendar). There are two pick-up times, "Lunch Bunch" at 1:30 or "Full Afternoon" at 3:00. There is a maximum of 20 children under the supervision of two teachers. This is a theme-based program, with emphasis on different topics each day.

Sign up is done on a first-come-first-serve basis by one of two ways. Parents can sign up online, through SignupGenius, or on the sign up sheets located outside of the three's classroom. Generally, you can sign your child up to eight weeks in advance. If you wish to remove your child's name from a given day, please do so before 8am the day of to avoid being charged, and so that we may offer the spot to a child on the wait list.

### Daily Rates

Mon/Tues/Wed/Thurs/Fri 11:45-1:30 or 1:30-3:00.....\$20 per day

Mon/Tues/Wed/Thurs/Fri 11:45-3:00.....\$40 per day

Please send your child with a nut-free lunch and beverage each day he/she attends Extended Day. We recommend simple nutritious foods your child can easily manage. Please do not send candy or sugary foods. Please include an ice pack in your child's lunch box. Label the lunch box clearly with your child's name. When packing your child's lunch, please include everything they will need (utensils, straws, etc.) and note that we cannot re-heat lunches.

### Enrichment Program

Every month we will have outside "guests" who will share with us their special

talents and professions to enhance our curriculum. Past in-house events and activities have included visits by community helpers (police, dental hygienist, animal caregivers), musical artists, mobile science lab, parents, and seasonal "Talks with the Children" led by Pastor John Livingston.

## ENROLLING IN OUR SCHOOL

Enrollment priority is as follows:

- Current students
- Siblings of current or former students
- Children of church members
- New students

UCNS will consider the boy/girl ratio when placing children.

In December of the current school year, current students, siblings and alumni will register for the following year.

For families of church members and all other new students not affiliated with the school or the church, inquiries regarding the following school year will be considered on or after November 1st, and applications will be accepted beginning January 1<sup>st</sup>.

### Application & Tuition Agreement

All applications must be returned by mail. An \$80 non-refundable, non-transferable registration fee is due with a completed application.

Every family will sign a tuition agreement stating they agree to enroll their child in UCNS, and will comply with our fee structure and payment schedule. A \$500 non-refundable or transferable deposit must accompany each agreement to ensure a place. This deposit is included in the annual tuition fee.

Enrollment is for the entire school year. Fees will not be prorated for absences or days lost due to inclement weather. Payments must be made by CHECK or MONEY ORDER made out to "UNITED CHURCH NURSERY SCHOOL." Payments can be left in the UCNS Treasurer's Mailbox at school or mailed to:

United Church Nursery School  
P.O. Box 157  
Rowayton, CT 06853  
Attn: Treasurer

A \$25 fee will be assessed for each check returned to the school for insufficient funds.

### Withdrawing From School

Should it become necessary to withdraw your child for any reason, written notification must be sent to the Director as soon as possible. Upon withdrawal,

75% of unused portion of a child's paid tuition, minus the deposit, will be refunded if the vacant spot can be filled within 30 days. Only the Executive Board is authorized to approve refunds.

### Scholarships

Scholarships are available for children who would otherwise be unable to attend UCNS. Please contact the Director for more information.

Toys are not to be brought from home except on specified days.

### Meals and Snacks

Parents supply their child's lunch. Please label your child's lunch bag. The center will provide morning and afternoon snacks, as well as milk and 100% fruit juice throughout the day. Snack schedules are posted in a conspicuous place.

### Parent Involvement/Access to Program and Facility

Parents are encouraged to visit their children whenever possible. The center plans periodic educational and fun field trips. Parent volunteers are more than welcome.

### Toileting Policy

Pull-ups are allowed, but no child may be in a pull-up for longer than three hours. Parents must come to school to change their child's pull-ups unless the child is able to change their pull-up themselves.

We understand that children who are otherwise toilet trained may have occasional set backs, however if soiling their pull up becomes habitual, we may ask your child to refrain from attending our program until the issue is resolved.

### Lice Policy

If a child has lice, they must have received at least one treatment to remove the lice AND be nit-free before returning to school.

## UCNS PERSONNEL POLICY

The Director is responsible for the day-to-day administration of the program. She is responsible for overseeing all of the other staff, including but not limited to: hiring, training and terminating, as well as making sure staff files are kept current.

- She will show prospective parents the center, and keep track of child enrollment information.
- The Director must possess personal qualities to care for and work with children, relate to and supervise staff, and relate to and communicate with parents.
- The Director must be at least 21 years of age, have a high school diploma or equivalency certificate, and have experience supervising staff.
- All other staff reports to the Director. In the event the Director is absent, the Head Teacher would be designated as in charge.
- The Director is available to fill in for absent teachers, or is responsible for finding qualified substitutes.

### Head Teacher:

- The Head Teacher is required to be present 60% of the hours the Center is in operation.
- He/she must be 20 years of age.
- He/she must have a high school diploma or equivalency certificate
- The Head Teacher must meet the qualifications for State of Connecticut approval as a Head Teacher
- The Head Teacher is responsible for planning and implementing the day to day educational portion of the program
- The Head Teacher is responsible for meeting all of the day to day <emotional and physical needs of the children
- He/she must possess personal qualities necessary to care and work with children, relate to other staff, relate to parents.
- The Head Teacher reports to the Director

### Teacher:

- A teacher must be 18 years or older

- Must possess a high school diploma or equivalency certificate.
- He/she must possess the personal qualities necessary to care for and work with children, relate to other adults, including staff and parents.
- The Teacher is responsible for the day to day direct care of the children
- The Teacher will assist the Head Teacher in implementing the educational portion of the program
- The Teacher will assist in meeting all of the children's emotional and physical needs.
- The Teacher reports to the Director

#### Assistant Teacher:

- The Assistant Teacher must be at least 18 years old
- The Assistant Teacher must work under the supervision of a Teacher or Head Teacher.
- He/she must possess the personal qualities necessary to care for and work with children
- He/she will assist the Head teacher or Teacher in meeting the day to day needs of the children
- The Assistant Teacher reports to the Director.

#### Benefits:

All full time employees will receive vacation or holiday pay for the following, after successfully completing their 90-day probation period:

- Labor day
- Thanksgiving and the day after
- Christmas Eve through New Year's Day
- President's Day
- Good Friday
- Independence Day

In addition to these days, all full time employees will accrue one personal day every other month (6 days per year), to use for vacation, sick days, etc. All employees will also receive pay if the school closes or delays for inclement weather.

#### Probationary Period:

All employees are subject to a ninety (90) day orientation/probation

period. At the end of this time, the Director may:

- Recommend continued employment
- Extend orientation time
- Terminate employment

## UCNS ILLNESS POLICY

A child should not attend UCNS with any of the following symptoms:

FEVER	UNDIAGNOSED RASH	LICE
VOMITING	DIARRHEA	
SORE THROAT	RED/DISCHARGING EYES	
SEVERE COLD	PERSISTENT COUGH	

OR ANY OTHER CONTAGIOUS DISEASE OR INFECTION!

Parents should contact UCNS if their child comes down with a COMMUNICABLE disease. When a communicable disease has been reported, notes will be sent home immediately to all parents and a copy of the notice will be posted on the Parents bulletin board. NO CHILD WILL BE ADMITTED INTO THE SCHOOL UNLESS HE/SHE HAS BEEN FEVER-FREE AND OFF FEVER REDUCING MEDICATION FOR AT LEAST 24 HOURS. UCNS Staff will not administer any medication during the child's school day, but parents are welcome on the premises at all times to give medication., unless the child has an Individual Health Plan on file in the school for a specific medication. However, parents are welcome at the school at any time to administer medication to their child. Please refer to UCNS Policy on Administration of Medication in this handbook for further information.

## UCNS POLICY ON ADMINISTRATION OF MEDICATIONS

The center will store and administer prescribed inhalers and Epi-pens, non-prescription topical medications and EMERGENCY oral medications (i.e. Benadryl) with parent's consent. An authorization form, which must be signed by doctor and parent, is available at the Center.

The form includes information such as:

- The child's name, address and birthdate
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

All medications must be in their original container and clearly labeled with child's name and directions for use.

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.

The Center will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose it was administered
- The signature of the staff administering
- Any comments

Parents will be notified when/if a child has been administered any medication.

Staff is trained in the administration of medication by our nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At no time is untrained staff allowed to administer medications. A copy of the training outline is attached to this document.

## UCNS PLAN FOR CONTINUING EDUCATION

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked.

Topics for continuing may include:

- Early childhood education
- Child development
- Licensing regulations
- Health issues
- Nutrition
- First aid
- Social service
- Child abuse

Attendance at classes, seminars, workshops, conferences and forums will be documented in individual staff development records. An assessment of individual development will be developed for each staff person.

## UCNS PLAN FOR CONSULTATION

We are required to have an education, health, dental, social service and dietary (if applicable) consultant.

All consultants will be available for annually reviewing our policies, and reviewing our in-service education programs. They will be available for advice and consultation regarding the program by telecommunication and in person.

All Consultant agreements will include the following:

- Consultant will be available to the operator and staff for advice regarding the emotional needs, staff support and social service program.
- Annual review of written policies, plans and procedures;
- Annual review of education programs,
- Consultant will be available by telecommunication for advice regarding programs;
- In person consultation availability,
- Consulting with administration and staff about specific programs;
- Acting as a resource to staff and parent(s);
- Documenting the activities and observations required in this subsection in a consultation log that is kept on file at the facility for two years.

## UCNS EDUCATIONAL PROGRAM PLAN

Children at UCNS will follow a flexible daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed.

There will be sufficient opportunity for indoor and outdoor physical activities, which will allow for fine and gross motor development. The schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language
- Motor activity
- Language learning experiences
- Experiences that promote self-reliance
- Health education practices
- Child initiated and teacher initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest, sleep or quiet activity
- Nutritious meals and snacks
- Toileting and clean up

## UCNS DIAPER CHANGING PROCEDURES

The following procedure must be posted in each diapering area, and followed:

1. Staff and children will wash their hands thoroughly and dry them with paper towel
2. Staff will put on protective gloves
3. Child will be placed on disposable changing paper
4. Soiled diaper will be removed and child will be cleaned with wipes
5. Soiled diaper, wipes, and changing paper will be disposed of in a covered, washable, lined waste receptacle which will be removed outside at least daily
6. Gloves will be removed and a new, clean diaper will be applied
7. If needed, diaper cream, ointment, or powder will be applied using new gloves
8. Staff will wash their hands and the child's hands
9. Diaper area will be washed & disinfected after each use
10. Changing paper will be replaced
11. Staff will again wash their hands and dry with a paper towel