

**GOOD SHEPHERD
CHRISTIAN
PRESCHOOL
PARENT'S HANDBOOK**



“BUILDING GOOD CHARACTER”

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PARENTS' HANDBOOK

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PURPOSE

Good Shepherd Christian Preschool exists to promote the spiritual, intellectual, emotional and physical growth and development of preschoolers. Our preschool strives to provide Christian support and encouragement to parents in their task of child rearing.

MISSION

Good Shepherd Christian Preschool will maintain a gentle, nurturing classroom environment with a Christ-centered, God honoring spirit. Our staff will use creative learning techniques and experiences with a Christian curriculum. Our preschool will schedule family friendly ministries and activities and involve parents in the classroom.

VISION

Good Shepherd Christian Preschool will be a place where children are made aware they are the cherished creation of God; where we endeavor to mold them in His image; and where God's love is demonstrated to others.

PROGRAM GOALS AND OBJECTIVES

We have several goals that we try to meet each year at Good Shepherd. They are as follows:

- ✓ To let the children know that they are loved by God
- ✓ To encourage the children to return God's love
- ✓ To demonstrate God's love by reaching out to others less fortunate
- ✓ To make children aware of how special and unique they are
- ✓ To work together as a team; to give each child some responsibilities
- ✓ To show that learning is fun
- ✓ To prepare for kindergarten
- ✓ To help the children grow in the following: spiritually, socially, physically, emotionally and intellectually
- ✓ To make parents feel a part of the school: that their input is needed and invaluable
- ✓ To have good communication between parents and teachers

Children from birth to age 8 learn chiefly through their senses: taste, smell, sight, touch and hearing. They build concepts on the concrete experiences that they have. They love to experiment to see what they can do with and to an object. Our plan is to foster and nurture their natural curiosity and help children learn of their God-given abilities through developmentally appropriate activities. We teach the children that they are special and unique, that God loves us and He created all things.

Activity centers facilitate this learning and promote problem solving, creativity and language development while building a child's self-reliance, self-esteem and self-expression through open-ended exploration. Opportunities to teach safety and health education (personal hygiene, nutrition, sleep/activity needs and illness prevention) will be incorporated into the child's day. Indoor and outdoor physical activities will provide opportunities for fine and gross motor development.

Everyone has a job each week (or every two weeks depending on group size). Each job is important and helps the classroom run more smoothly, while teaching responsibility.

Over the course of the school year, Good Shepherd Christian Preschool will set up the following centers:

Tactile Center	Art Center	Blocks Center
Role-playing Center	Science Center	Games/Puzzles
Language Arts Center	Library Center	Chapel
Math Center	Outdoor play	Music and Movement
Field Trips (4 and 5yr olds only)	Family Ministry	Cultural Arts

REGISTRATION/ADMISSION

Good Shepherd Christian Preschool welcomes all children and does not discriminate according to race, creed, religion or color. We ask that our students be trained to use the toilet independently. According to State of Connecticut regulations, a child must be 3 years old by January 1 to be admitted.

TUITION

Good Shepherd Christian Preschool operates as a self-supported educational non-profit ministry of White Oak Baptist Church. Tuition receipts finance the operation of the school. Tuition fees are determined by per-pupil costs.

For three year olds (Tuesday/Thursday 9:30 – 12:00) there is an annual tuition fee of \$1,550.00 that can be paid at the time of registration or divided into ten monthly installments of \$155.00.

For four year olds (Monday/Wednesday/Friday 9:30 – 12:00) there is an annual tuition fee of \$2,000.00 that can be paid at the time of registration or divided into ten monthly installments of \$200.00.

Monthly tuition installments are due during the first week of every month, beginning in September and continuing until June. Please make checks payable to White Oak Baptist Church Preschool and remit payments to the Director.

No credit is given for time absent due to illness, snow or any other reason. In case of extended absence due to severe illness or extended hospitalization, please see the Director. Each situation will be given individual consideration and handled according to the discretion of the Director.

A registration fee of \$50.00 for all enrollees is to accompany the registration forms and is nonrefundable.

The school is strictly non-profit and we count on prompt payment in order to meet our expenses. If there is a problem meeting the tuition or tuition assistance is needed, please notify the Director.

Children are enrolled for the entire year or the balance of the year. Children enrolled after the beginning of the school year will pay a pro-rated tuition fee.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL: The classroom door will be open at 9:20 am each morning. You may come into the classroom with your child and stay with him/her until the teacher closes the door. You will hear a gentle alarm signal when the door closes. At that time, it is necessary to leave the classroom as we need to get our day started.

DISMISSAL: The doors open for dismissal at 12:00 pm daily. Parents are expected to come into the classroom, making sure that the entrance way is clear. The children are not allowed to leave their seats unless their name is called by the teacher. This procedure enables us to make sure that each child has been paired with their parent or authorized pick-up person. Please help us reinforce this with your child.

If another person will be picking your child up and we do not know them, we will ask to see their drivers' license. Their name **must** be on the Authorization Form that you filled out in the beginning of the year. If you wish to have your child released to someone other than those listed on your authorization form, we **must** have a note signed by you each and every time. This note must include the name of the child, date and person to whom your child is being released. We will also ask for identification from this individual. If we do not know the person picking up your child and we have not been notified by a parent, your child will remain at the school until a parent can be reached and verbal permission has been given. Your cooperation in this matter will help us keep your children safe and eliminate embarrassing situation.

Please make sure that you pick up your child on time. We realize that there may be a time when you are delayed, but please call the school and let us know. If you are more than 15 minutes late, we will call your home/work and if we are still unable to reach you, we will call the next person on the Authorization Form. Two teachers (18 year of age or older) are required to stay with your child until the parent arrives. If for some reason, we are unable to contact you (parents) and/or someone from your pick-up list within 2 hours after dismissal, we will notify the police department.

SCHOOL SCHEDULE

The Good Shepherd Christian Preschool will follow the public school calendar of the Wallingford Public School System in reference to vacations and holidays (there are exceptions, so please read monthly calendars carefully). The session schedule for the school year consists of a Tuesday and Thursday morning class from 9:30 – 12:00 for three year olds and a Monday, Wednesday and Friday morning class from 9:30 – 12:00 for the four year olds. Our PreK-5 class meets every day, Monday-Friday from 9:15 -12:15. We do offer an extended day program for 4 and 5 year olds only running from October – May from 12:00 until 1:30 Mondays, Wednesdays and Fridays.

If the Wallingford Public Schools are closed due to inclement weather, Good Shepherd Christian Preschool will also be closed. If the Wallingford Public Schools have a delayed opening, sessions will meet at 10:15 and 10:30 (unless otherwise changed at the discretion of the Director). If a storm/ice develops while school is in session, parents will be notified to pick up their children. If a parent cannot be reached, another designated emergency adult from the child's file will be called to pick your child up. If no one can be reached, two staff members (18 years of age or older) will stay with that child until the child is picked up. Snow days will be made up at the discretion of the Director. For any other emergency closing, parents will be notified by phone and email.

Parents should check Channel 3 Eyewitness News for changes or cancellation of preschool classes.

GOOD SHEPHERD'S PRESCHOOL'S CURRICULUM

The Good Shepherd Christian Preschool follows several curriculum series such as Explore the Code and the Association of Christian School International Bible Series Curriculum. The topics covered are taught with Christian focus and are as follows: **(this is an overview only)**

Getting to know my school and friends

Learning about colors

Learning about shapes and numbers

Learning about self-awareness:

All about me

Emotions

Body parts

Good foods to eat

5 senses

Care of my body

Learning about home and family

Learning important information: Phone number and addresses (4 year old program only)

Learning the Seasons:

Fall: Apples, pumpkins, leaves, owls, spiders, acorns, trees, rocks

Winter: Snow, ice, hibernation, migration and winter holidays

Spring: Gardening, flowers, caterpillars and butterflies, insects, dinosaurs

Summer: Under the Ocean, shells, light,

Learning about our community and community helpers:

Fire safety

Street safety

Awareness of strangers

Learning and experiencing science and nature: Living and Non-living

Animals

Air and wind

Weather

Plants

Ocean life

Insects

Cultural awareness

Alphabet fun and print concepts

Different types of transportation, simple machines, building and engineering

Nursery Rhymes, Fairy tales

Bible Stories (among others)

Jesus and the little children

David

Jesus' miracles

Zacchaues

Mary, Joseph and Baby Jesus

Moses

Shepherds and Angels

God's Creation

Abraham

Adam and Eve

GOOD SHEPHERD'S PRESCHOOL'S CURRICULUM

THE THREE -YEAR-OLD PROGRAM WILL INCLUDE:

- ✓ A year of socialization and awareness of other children
- ✓ Learning to separate from parents and learning to take direction from other adults
- ✓ Simple and creative art activities, which will include many kinds of art medium and the opportunity to paint, paste, cut and color
- ✓ Listening to stories and having a chance for verbal expression rhyming, finger plays, music enjoyment and show and tell
- ✓ Making choices and solving problems
- ✓ Learning to attend to a task for short periods of time
- ✓ Playing in a child centered room with many opportunities for creative play in fun filled centers
- ✓ Opportunities for outdoor play
- ✓ Cooking experiences with the class
- ✓ Learning in a loving, Christian atmosphere

THE FOUR-YEAR-OLD PROGRAM WILL INCLUDE:

This program will include all the objectives of the three-year-old program and will include the following:

- ✓ Enjoyment of school, pride in one's self and in one's accomplishments
- ✓ An expanded amount of time in preschool to utilize the variety of material offered
- ✓ More emphasis on verbalization and being able to express good and bad feelings
- ✓ Working cooperatively during projects, play and cleanup
- ✓ Caring for animal
- ✓ Learning to follow directions and becoming a good listener
- ✓ Many small group activities
- ✓ Introduction to reading readiness skills, color blending, calendar fun, science exploration, patterning, sequencing, and graphing
- ✓ Field trips
- ✓ Awareness of one's self through learning of address, phone numbers and name
- ✓ Recognition and writing

GOOD SHEPHERD'S PRESCHOOL'S POLICIES

HEALTH, SAFETY AND ILLNESS POLICY

Your child's health is a matter of great importance to us. Please call us if your child will not be coming to school. The state requires that all children entering the preschool provide a record of their immunizations and a statement from their pediatrician saying that your child is physically able to participate in all activities. The Child's Health Form, provided by your pediatrician, fulfills this requirement. No medications will be administered (our staff has been certified to administer emergency medication in the event of an allergic reaction, but that is only done at the direction of your child's doctor). **Medical forms need to be updated annually.**

Children should not be brought to school if they have:

- A fever, vomiting, diarrhea or has had an episode of any of these in the last 24 hours
- A cold that is less than three days old
- A heavy nasal discharge
- A persistent cough
- Symptoms of a possible communicable disease (rash, fever, pink eye, sore throat, headache)

Children should not be brought to the school if they are fussy, cranky, or generally not feeling well. It is not fair to your child or the other children and puts unnecessary strain on the program.

When a child becomes ill at school, the parent (or if the parent cannot be reached, the emergency adult) will be contacted to pick up the child. Until that adult arrives the sick child will be comforted by a teacher and kept separated from the other children. A portable cot, quilt, sheet and pillow will be provided and placed in a quiet area. The child will be encouraged to lie down.

If your child is exposed to any communicable diseases at the school, we will notify you immediately!

If a child is absent three or more consecutive sessions because of illness, we require a note from their doctor stating that their return to school poses no health risk to your child or others.

GOOD SHEPHERD'S PRESCHOOL'S POLICIES

DISCIPLINE POLICY

We use positive reinforcement with the children. There are times when we will redirect the child's energy and suggest another way to play or play area. We try to teach the children to talk about their feelings with each other and to work out their problems together. We stress that we are to be kind and treat everyone with respect.

Forgiving others is a very important part of our interaction with others and we use those words within the classroom.

Our policy is to provide positive guidance, redirection and the setting of clear limits. If further action is required, the child is to sit quietly in a designated area (time-out) in the classroom until the child is able to rejoin activities in a positive manner. During this time the child is under continuous supervision by the staff. The teacher will then review with the child why the behavior was unacceptable and discuss alternative appropriate behavior.

Our Staff will exhibit positive Christian role modeling. No abusive, neglectful, corporal, humiliating, ridiculing, yelling, or frightening punishment will be used. The use of restraints is prohibited, unless such restraint is necessary to protect the health and safety of the child or other children.

GENERAL INFORMATION

COMMUNICATION

The Good Shepherd Christian Preschool provides a monthly calendar and newsletter that will be emailed to you at the beginning of every month. Please read all information carefully and talk with the Director or Head Teacher if you have questions. Please check the monitor in the welcome center daily for news and information about your child's class. Parent/teacher conferences are held during the month of February. This is a wonderful opportunity to discuss your child's progress. However, please don't hesitate to schedule a meeting with your child's teacher at any time during the school year. Parents have access to the facility any time the preschool is in session and are encouraged to volunteer/observe.

SNACKS/PARTIES

Birthdays are special! Please notify us two weeks in advance if you would like to make a special treat for the class to celebrate your child's birthday. Your child will receive a special gift from the school. Please pack a nutritious snack for your child daily. Throughout the school year the class will have special snacks (ice cream social, cookies, applesauce, etc.) Any food allergies are accounted for.

TOILET TRAINING

We ask that all children attending Good Shepherd be at a stage in their potty training where they are using the toilet independently. We understand those occasional accidents happen. A teacher can assist a child in changing their own clothes, but we are not licensed for diaper changes. If any accidents do occur, two teachers are required (one for assisting the child, the other for monitoring).

CLOTHING

Please dress your child appropriately for the weather, as we try to play outside whenever we can. **All outer wear should be labeled with your child's name.**

Children work with different media (glue, paint, etc.) and spills and stains are inevitable so washable, durable play clothing is ideal for our activities at Good Shepherd. Encourage your child to take care of his/her own things, i.e. hanging up their coat, placing their things in their cubbies.

Please make sure your child has a complete set of backup clothes, including socks. These clothes must be brought to school in a labeled. Don't forget to change your child's backup clothing according to seasons.

GENERAL INFORMATION

TOYS/THINGS FROM HOME

We ask that you leave your child's toys at home or in your car. Parents will be notified when children can bring in "show and tell" items. Please do not bring in guns, war toys or other toys of aggression or violence at any time.

FIELD TRIPS

It is the policy of Good Shepherd to use fieldtrip opportunities to enrich the preschool and learning experience. During the school year, the four year olds and 5 year olds only will have several scheduled fieldtrips in which your child will be transported by an insured bus company or parent volunteers. Parents are encouraged to attend these trips. Preschool staff plan, participate and closely supervise all outside field trips according to all current supervision policies. The costs of these trips are extra expenses for parents. Advanced notice and permission slips will be given for all trips outside the school grounds.

EVACUATION PROCEDURES

If we have to evacuate the building, we will walk to Holy Trinity Catholic School (located across the street from Good Shepherd) and call each parent. If we cannot reach a parent at home, we will then proceed to the other names listed on the Authorization Form.

PREPARATION SUGGESTIONS

The following suggestions may assist your child in a pleasant or soothe his/her anxiety concerning preschool.

Get plenty of rest - be sure your child approaches the first day of school well rested. Fatigue could hinder a totally positive experience. One week before school begins and every night until it begins, put your child to bed at their school year bed time and wake them up at their school year wake-up time. Be casual – don't paint an overly vivid picture of school. Avoid offering too much advice or too many detailed instructions; this could heighten your child's concerns and doubts.

Explain the arrival and dismissal procedures - Tell your child that you will walk them into school and the teacher will help them get settled in the classroom. Tell them that when school is over, you will be picking them up from the classroom. During the first days of school, remind them of these procedures. Give them a hug and a kiss before you leave. If your child seems upset, feel free to call in an hour to check on their progress. At any time, feel free to consult with your child's teacher.

Take time to share your child's school experience – Cultivate an interest in the materials your child brings home. If your child comes with statements that seem unreasonable, please do not hesitate to call for clarification.

CHILD ABUSE AND NEGLECT POLICY FOR GOOD SHEPHERD CHRISTIAN PRESCHOOL

Policy Component

Purpose:

To inform all parents and employees that this facility is committed to ensuring the health and safety of every child enrolled in this program. Furthermore, we are deeply committed to ensuring the protection of every child from abuse and neglect.

Good Shepherd does not permit 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.

It is the policy of our school and the responsibility of our teachers to report any child under the age of 18 who we suspect has been abused or neglected by a person responsible for the child's health, welfare or care, or by a person given access to the child by the responsible person.

Our policy is to inform all employees, pastor, board members and volunteers of this program, of the statutory and regulatory requirements to report suspected child abuse, neglect or imminent risk of serious harm, and to inform such employees of their immunity from civil liability or criminal penalty for reporting.

To establish procedures to be used by all employees in making oral and written reports to the Department of Children and Families (DCF) and/or local police, and OEC (Office of Early Childhood) for suspected cases of **Child abuse, neglect or imminent risk of serious harm.**

Definitions:

For the purposes of this policy, an employee of Good Shepherd Christian Preschool includes and not limited to: a school teacher, including assistant teacher, substitutes, head teacher, program Director, volunteers, and intern positions.

Child: Any person under the age of eighteen (18) years.

Abuse: A child who has non-accidental physical injury(ies) inflicted upon him/her, or has injuries which are at variance with the history given of them, or is in the 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. (GGS 46b-120)

Neglect: A child who has been abandoned, is being denied proper care and attention physically, educationally, emotionally or morally, or is being permitted to live under conditions, circumstances or association injurious to his/her well being. (GGS 46b-120)

Sexual Abuse: Any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices, on a child by any parent or by any other person who has the permanent or temporary

CHILD ABUSE AND NEGLECT POLICY FOR GOOD SHEPHERD CHRISTIAN PRESCHOOL

care or custody or responsibility for supervision of a minor child or by a person given access to such child by such responsible person.

Sexual abuse includes but is not limited to: contact with a child for the purpose of sexual gratification; it may range from sexual advances, kissing or fondling to sexual crime in any degree, rape, sodomy, prostitution; or allowing, permitting, encouraging or engaging in obscene or pornographic display, photographing, filming or depiction of a child as prohibited by law.

Imminent Risk: Imminent risk of serious harm means placing a child at immediate risk of physical or sexual abuse, or emotional neglect. This would include actions or statements conveying threats of physical or mental injury; real threats to a child's well-being as perceived by the child; or exposing a child to dangerous and/or violent situations.

Who reports and Requirements:

Connecticut laws require certain professionals to report suspected child abuse, neglect or imminent risk or serious harm. This includes any person paid to care for a child in any public or private facility, day care center or family day care home which is licensed by the state, physicians, registered nurses, licensed practical nurses, dentists, dental hygienists, physician assistants, psychologists, school teachers, assistant teachers or aides, teacher interns, social workers, and mental health professionals, who has reasonable cause to suspect that a child under the age of eighteen has been abused, neglected or is placed at imminent risk of serious harm by act or failure to act on the part of a responsible person, shall immediately report to DCF or the local police. (GSS 17a-101 (b))

Where an employee is unsure whether abuse or neglect is reportable, the situation should be discussed with the department of children and families and reporting a situation is to be resolved in favor of protecting the child. Contact DCF hotline personnel at 1-800-842-2288.

If a teacher suspects that a child has been abused or neglected, they must report their findings to the Director immediately. DCF must be contacted immediately by the Director (no later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected). The Director shall make or cause a report to be made immediately to DCF or to the appropriate law enforcement agency. The responsibility of an employee to report suspected cases of abuse is mandatory. The oral report must be made immediately (within 12 hours) to DCF hotline:

CHILD ABUSE AND NEGLECT HOTLINE 1-800-842-2288

It is the obligation of the Director to insure that cases of suspected child abuse or neglect brought to his/her attention by any employee or volunteer is duly reported if this has not already been done.

The teacher (employee) must fill out a written report (DCF-136). The written report must follow the oral report and be completed within **forty-eight (48)**-hours of the oral report. Such report is mailed to:

DCF Child Abuse and Neglect Hotline, PO Box 882, Middletown, CT 06457

CHILD ABUSE AND NEGLECT POLICY FOR GOOD SHEPHERD CHRISTIAN PRESCHOOL

A copy of the report must be submitted to the Director by the employee. Clear documentation must be made in the file regarding the abuse and circumstances and the oral report given. The Director shall maintain copies of the report and documentation in a **locked and secure case with restricted access**. The reporter, upon receipt of a letter indicating the case disposition (DCF-2122), will attach such letter to the copy of the written report on file.

Under no circumstances can an employee discuss with a parent any information shared or obtained by such employee from a child (including the parent's child) or any other professional/personal communication without first discussing disclosure with the Director.

A mandated reporter is required to provide the following information, if known:

- Names and addresses of the child and his parents or responsible caregiver
- Child's age and gender
- Nature and extent of injury(ies), maltreatment or neglect occurred
- Approximate date and time the injury, maltreatment or neglect occurred
- Information about previous injury, maltreatment or neglect of the child or siblings
- Circumstance in which the injury, maltreatment or neglect came to be known to the reporter
- Name of the person suspected to have caused the injury, maltreatment or neglect
- Any other information the reporter believes would be helpful
- Any action taken to treat or help the child

Failure to Report

On the recommendation of the Operator or the Director, the Director may bring disciplinary action against an employee for professional misconduct, including knowingly failing to report suspected child abuse or neglect in violation of Connecticut General Statutes. In addition, Connecticut law allows that:

Any person, official, or child care facility required by the law to report a case of suspected child abuse, neglect or imminent risk of serious harm who willfully fails to do so:

- ❖ May be civilly liable for the damages caused by such failure
- ❖ Shall be fined not more than five hundred dollars

Sanctions for Convictions Involving Child Abuse/Neglect:

If any employee holding a certificate issued by the State Board of Education under the provisions of sections 10-144 to 10-149, inclusive, of the General Statutes is convicted of a crime involving an act of child abuse or neglect as described in sections 1 and 10 of this act or a violation of section 53a-71 or 53a-73a of the General Statutes, the State's Attorney for the judicial district in which the conviction occurred shall in writing notify the State Commissioner of Education of such conviction.

CHILD ABUSE AND NEGLECT POLICY FOR GOOD SHEPHERD CHRISTIAN PRESCHOOL

Any employee of this program is to notify the Director of this program of any arrest for the above crimes within one working day of such an arrest. The Director will then consult with the supervisor, and if necessary, professional/legal consultation regarding the placement of such employee on administrative leave; pending resolution of criminal charges.

Immunity

Any employee, who makes a report in good faith, has immunity from any liability, civil or criminal, that might be a result of such actions. All staff who are required to report suspected child abuse, neglect or imminent risk of serious harm are presumed to have done so in good faith as long as they were acting in the discharge of their official duties and within the scope of their employment and as long as their actions did not result from willful misconduct or gross negligence. Good Shepherd Christian Preschool shall not discharge, or in any other manner, discriminate or retaliate against any employee who in good faith makes a report pursuant to Connecticut General Statutes, testifies or is about to testify in any proceeding involving child abuse or neglect. (CGS 17a-101e (c))

Any staff member who knowingly makes a false report of child abuse, neglect or imminent risk of serious harm can be criminally fined of not more than two thousand dollars (\$2,000.00) or imprisoned not more than one year or both. CGS 17a-101e (c)

Staff Member as Alleged perpetrator:

When an employee or volunteer is suspected of child abuse, neglect or placing a child in imminent risk or serious harm, action must be taken by any staff member to report such suspicion immediately to the Director/Operator and DCF hotline (1-800-842-2288); an oral and written report must be made immediately to the Director. The Director is to notify the parents, legal guardians, or such person responsible for the child's care who may have been victimized by the alleged perpetrator and that such an allegation is being investigated by DCF and OEC with police and program assistance as required. Instructions are to be given to the responsible party for pickup or, if needed, emergency medical care.

According to state law, if a DCF investigation determines that there is a reasonable cause to believe that a child was abused by a staff member, the Director may suspend the employee. The suspension must remain in effect until satisfactorily resolved by the employer. (CGS 17a-101b (b)) At Good Shepherd Christian Preschool, an employee will be placed on suspension (with pay) as soon as he or she is a subject in an abuse/neglect investigation by DCF or by the Director. This is for the purpose of protecting the children in our program and is a predetermined response, not an indication of guilt. It is stated in our Staff Policy Handbook that an incident of child abuse in our program by a staff member is grounds for immediate dismissal. This program has zero tolerance for abuse and neglect. This becomes an integral part of this policy.

CHILD ABUSE AND NEGLECT POLICY FOR GOOD SHEPHERD CHRISTIAN PRESCHOOL

Protection of the Child during an Investigation and steps to be taken to provide any medical services needed:

Validation of suspected child abuse, neglect or imminent risk of serious harm allegations is the responsibility of DCF and the police. In such cases, employees shall not attempt to conduct any internal investigations or any independent review of the facts by questioning the child or parents. In cases where the alleged perpetrator is an employee, the Director and/or designee will immediately notify DCF and OEC. This will commence an investigation and in conjunction with local police if required by law. Any internal investigation shall not interfere with the DCF/OEC investigation process.

In the event that a child is to be questioned, on premises, during the school day in an investigation of either child abuse or neglect, it is the responsibility of DCF to obtain the consent of the parents or guardians except when DCF has reason to believe that such parent or guardian is the alleged abuser. In such circumstances, whether the child is the alleged victim or non-victim witness, DCF or the police shall determine, after consultation with the Director, whether a disinterested adult shall be present during the questioning of the child. The disinterested adult should be selected on a case basis for the purpose of providing support and comfort to the child who will be questioned.

Employees are not required to notify parents or guardians of an investigation involving suspected child abuse, neglect or imminent risk of serious harm. The reporter, in consultation with DCF, may decide whether the parents should be informed of the report at the time that the oral report is made to the HOTLINE.

Under no circumstances can an employee discuss with a parent any information shared or obtained by such employee from a child (including the parent's child) or any other professional/personal communication without first discussing disclosure with the Director.

In the event that the alleged perpetrator is an employee of Good Shepherd Christian Preschool, the Director is to notify the parents, legal guardians or person responsible for the child's care, who may have been victimized by the alleged perpetrator, that such an allegation is being investigated by DCF and OEC with police and program assistance as required.

In extreme situations where the child is in immediate danger, the child may be removed from on-site by DCF or a police officer only if:

- DCF has guardianship of the child or
- DCF has a 96 hour hold or a court order to remove the child (a copy of the order should be shown to the Director or next employee in charge if removal is to occur by DCF or police; and a copy obtained by the Director for school records). DCF shall notify the parents of the action to remove the child from school. The Director shall insure that notification of removal from the program by DCF or police is made to the child's parent/guardian by telephone and/or letter within 6 hours of such removal.

CHILD ABUSE AND NEGLECT POLICY FOR **GOOD SHEPHERD CHRISTIAN PRESCHOOL**

In the event that a child is in need of emergency medical treatment as a result of suspected abuse or neglect, the Director, in collaboration with a health professional when available, shall arrange for the child to be taken immediately to the nearest hospital. DCF and the parent or guardian should be notified that the child is to be transported to the hospital when feasible; in cases where the emergency conditions prevent such notification, DCF and the parent or guardian should be notified as soon thereafter as possible.

Information contained in program's health record needed during the existence of the health and safety emergency may be disclosed without parental consent and without violating the provisions of Federal Rights and Privacy Act (FERPA) of 1974.

The Director will provide copies of a child's medical/health records information upon request to DCF as needed as part of a child abuse or neglect investigation or to provide appropriate emergency services in the best interest of a child who is the subject of a report. In cases that are non-emergency, information will be shared with DCF, OEC and/or police by the Director with appropriate release of information consent by the parents.

Parental Awareness:

Parents will be advised of the legal responsibility of program staff to report suspected cases of abuse or neglect. In order to facilitate positive and informative interactions between this program and the families it serves, a letter of acknowledgement of receipt will be signed by each family and kept in the child's file. This letter will be signed per school year.

Employee Awareness:

Information of child abuse and neglect will be disseminated as follows:

- Each employee will be provided with a copy of this policy and allowed time for questions about their legal responsibilities under this policy. This policy becomes an addendum, an integral part of the Staff policy and procedure handbook. Each employee will sign a statement that they were provided with a copy of this policy and given an opportunity to ask questions about their responsibilities as an employee and this policy. Such signed statement will be placed in the employee's file.
- Annual training will be provided to all employees on child abuse/neglect policies and procedures. The Director will schedule regular meetings with a qualified health or social service professional to review symptoms, programs and services

Christ Presbyterian Church and White Oak Baptist Church

MINISTRY TO CHILDREN AND FAMILIES

Family Worship:

Christ Presbyterian Church of Wallingford offers worship opportunities on Sundays at 10:00 am here in our beautiful Wallingford Campus (20 North Whittlesey Ave). Children are welcome in worship services and a nursery is available for 5 and under.

White Oak Baptist Church offers worship opportunities on Sundays at 10:00 am at our Cheshire campus (located at 120 Main Street). Children are welcome in our worship service. A nursery is available for children five and under.

Sunday School:

Age appropriate instruction is available on Sunday mornings from 11:00 am – 12:00 pm; September through June at both campuses. We encourage all learners at any age to participate in Sunday School.

Parent Bible Study:

During the school year it is our hope to provide regular opportunities for Bible study or pray. See the director for Bible Study opportunities.

Feel free to call the church office at any time for help or information. The church office phone number is: 203-626-4255