



---

# TRUMBULL LOVES CHILDREN

---

2025-2026 Parent Handbook



AUGUST 19, 2025  
TRUMBULL LOVES CHILDREN  
720 Daniels Farm Rd. Trumbull, CT 06611

## **TLC 2025 - 2026 PARENT HANDBOOK – INTRODUCTION**

Welcome to Trumbull Loves Children, Inc (TLC). TLC is a not for profit organization governed by a volunteer Board of Directors comprised of past and present TLC parents, as well as members of the Trumbull community. TLC has been in operation since 1983 and has become one of Connecticut's largest before and after school programs. We are proud to offer Trumbull working parents a safe and affordable childcare solution for their school-aged children.

TLC works in cooperation with the Board of Education and administration at each school. We are licensed by the Connecticut Department of Public Health, Office of Early Childhood (OEC) and endorsed by the Town of Trumbull.

We currently run centers at each of the six elementary schools. During the summer months, we operate our summer program; TLC Camp (Kindergarten through 5<sup>th</sup> grades).

We have our own TLC rooms at each of the elementary schools. Dedicated space is more conducive to providing the nurturing and safe learning environment we offer to our children. TLC continues to make annual payments to the Town of Trumbull to repay a 30-year bond initiated to build the dedicated rooms.

The philosophy of TLC is to provide a warm and caring environment that will meet the physical, social and emotional needs of children who are out of the home for a large part of the day. TLC's policies, procedures and activities are designed to meet and enhance the individual needs of the diverse population we serve, which includes children with cultural, language and developmental differences. Every effort will be made to accommodate the special needs of your child. We endeavor to make each child and parent an important part of the TLC family. With this in mind, we have put together the *Parent Handbook* that we hope will help explain our philosophy, our procedures and our expectations.

**If, at any time, you have questions or concerns about the program or your child's involvement, please do not hesitate to speak to the Site Director at your child's center, or you may contact the Executive Director at the TLC office at (203) 452-9626.**

By registering your child in the TLC programs, it is understood that you agree to the following:

- ◆ Per licensing, it is mandatory that all TLC students have medical insurance, or a signed waiver is required.
- ◆ ALL Children are accepted on a trial basis.
- ◆ **Should either a child or parent prove to be unable to function cooperatively within the program structure, TLC reserves the right to remove that child and/or family from the program. This includes, but is not limited to, chronic late payment, chronic late pick-up and disrespectful or inappropriate behavior, by parent or child.**
- ◆ Enrollment is given to the children of working parents or full time students, and TLC reserves the right to verify employment or enrollment.

## TLC 2025-2026 PARENT HANDBOOK – INTRODUCTION - Continued

- ◆ A child's teacher, principal or any administrative or supervisory person within the Trumbull Board of Education may be consulted about the child's ability to function within the program.
- ◆ Photographs may be taken of your child, which may be used in center bulletin displays, the TLC newsletter (E-News), local newspaper articles, Facebook and Instagram or our TLC website. If you do not want photographs taken, please notify TLC in writing.

Please **see the Site Director at your child's TLC center to discuss the "Acknowledgement of Receipt" form.** This form will need to be electronically signed to confirm your receipt and agreement to abide by the rules and regulations of the TLC program.

## **TLC ADMINISTRATION**

### **TLC Office**

The administrative offices of TLC are located at 720 Daniels Farm Rd., in Trumbull. Office hours are from 9 a.m. - 5 p.m. The Administrative staff may be reached by telephone at (203) 452-9626, or by email at [registration@tlctrumbull.com](mailto:registration@tlctrumbull.com). You may also find us at our website [www.tlctrumbull.com](http://www.tlctrumbull.com). Program and administrative staff frequently visit the centers, so please feel free to leave a message on the answering machine, and your call will be returned as soon as possible.

<b>TLC Administrative Staff</b>	
Executive Director	Chauna Gordon
Registration	Sara Pelletier
Finance	Kirsten Bazuro/Dave Kordish

## **GENERAL INFORMATION**

### **The Parent Handbook**

The purpose of the Parent Handbook is to provide our families with a comprehensive reference to TLC's guidelines, policies and procedures. Unless noted, all policies and procedures apply to TLC centers. Please keep this handbook as a reference throughout the school year and summer camp programs.

### **Admission into TLC Programs**

It is TLC's intention to enroll as many children in the program as possible. Our School Age program accepts children from Kindergarten to 5<sup>th</sup> Grade. A child who is not yet 5 may attend TLC's School Age programs if they are currently enrolled in kindergarten and will turn 5 in September, October, November, or December of the same year.

### **Registration**

A separate Registration is required for each child and each school year and summer camp program. Enrollment is performed on a "first come, first served" basis. Parents must be aware that enrollment in the current year does not guarantee automatic enrollment for the following and subsequent years. Application for Registration for the TLC School Year Programs and for the TLC Camps begins in January. Please visit the Child Pilot Parent Portal link located on the TLC website, [www.tlctrumbull.com](http://www.tlctrumbull.com), to begin the registration process for your child(ren). School registrations and change requests will be placed on hold if received between August 1<sup>st</sup> and September 15<sup>th</sup>. This is to ensure accurate attendance and staffing ratios for the start of the school year.

TLC will notify parents via email and Child Pilot Notification of their child's enrollment status in a TLC program. TLC recommends a non-business email address to prevent emails from being blocked or sent to spam/trash. Every effort is made to enroll as many children as possible at each center, but availability of shared space determines the number of children that can be accommodated. Please note that registration fees are non-refundable, unless we are unable to provide service.

All children upon registration of any TLC program must have a current State of Connecticut Health Assessment and a copy of their health insurance card or insurance waiver on file before being enrolled. The State of Connecticut Health Assessments are only valid for one calendar year for children 5 years and younger. For children over 5 years old the State of Connecticut Health Assessment form is valid for 36 months per the State of Connecticut. However, TLC will only accept Health Assessments that were

completed in the past 18 months at the time of registration for children older than 5 years old and within 12 months of registration for children who are under 5 years old.

Per OEC licensing statutes and regulations, children who are currently homeless can begin the program without a health assessment, but must provide TLC with a current health assessment within the first 90 days of the program to continue attending. Children who are currently in foster care can also begin attending the program without a health assessment, but must submit a current health assessment within 45 days to continue attending.

### **Program Orientation**

Depending on the Trumbull Board of Education first day of school, an orientation may be scheduled. At that time, parents and children may visit the TLC center and meet the staff and drop off any required forms.

### **School Security**

In light of our changing times, school security has become essential to the safety of children. All outside access doors to TLC rooms will remain locked. TLC staff will comply with the Trumbull School security policies to ensure the safety of our children. In addition, any person picking up a TLC child will be required to provide photo ID and be 18 years of age or older.

### **TLC Centers**

TLC Centers are resident in each of the six elementary schools. TLC Centers, telephone, and addresses are as follows:

<b>Center</b>	<b>Address</b>	<b>Phone</b>	<b>Site Director</b>	<b>License #</b>
TLC Booth Hill	545 Booth Hill Road	(203) 666-9253	Kristin Johnson	12064
TLC Daniels Farm	710 Daniels Farm Road	(203) 666-9272	Stephanie Morais	14059
TLC Frenchtown	30 Frenchtown Road	(203) 666-9545	Scottie Purdie	15996
TLC Jane Ryan	210 Park Lane	(203) 666-9556	Brian Leonard	14186
TLC Middlebrook	220 Middlebrooks Avenue	(203) 666-9722	Olga Monteiro	15336
TLC Tashua	401 Stonehouse Road	(203) 666-9749	Alexis Green	14448

### **TLC Licensing**

The State of Connecticut Office of Early Childhood (OEC) licenses each TLC Center. Therefore, we must adhere to the strict guidelines of OEC for environmental and safety procedures. Many of the policies and procedures put forward in this manual are the result of compliance with these regulations. Each center must renew its license every four years and must meet or exceed the standards put forward by the Department of Public Health, OEC. Please be aware that policies and procedures mandated by the Department of Public Health, OEC, may be different or exceed those mandated by the State Department of Education.

The Office of Early Childhood, OEC, decides how many children can be at one center at any one time. All rooms used by TLC must be approved by the State and meet all licensing requirements. There are a maximum number of children allowed in the TLC rooms at any time; should we go over this number, we jeopardize the license of that center. All centers will operate under the OEC group size and ratio guidelines. TLC will keep enrollment under the maximum capacity assigned by OEC. In addition, all staff to child ratios will be at minimum 1:15 with at least two staff who are 18 years of age or older OEC guidelines.

## **Educational Program Plan**

Children at TLC will follow a flexible daily schedule that meets the individual needs of the diverse population of children and family served by our program, including those with cultural, language, and developmental differences.

## **TLC Curriculum**

All centers include all components below in their center's curriculum:

- Flexible schedule.
- Meet and enhance the individual needs of the diverse population of children served.
- Cultural, language and development differences must be addressed
- Indoor and outdoor physical activities that provide opportunities for fine and gross motor development.
- Problem-solving experiences that facilitate concept formation, language development, and sensory discrimination.
- Creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program, including but not limited to:
  - Arts and Media
  - Dramatic Play
  - Music
  - Language
  - Motor Activity
- Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with books, poems, stories and songs.
- Experiences that promote self-reliance and build self-esteem including but not necessarily limited to self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials.
- Health education experiences that include modeling good health practices, sound nutrition and staff-initiated activities.
- Child-initiated and staff-initiated activities.
- Exploration and discovery.
- Varied choices for children in materials and equipment.
- Individual and small group activities.
- Active and quiet play.
- Rest and quiet activities.
- Nutritious snacks and meals.
- Toileting and clean up.

## **School Year Center Hours**

TLC Centers follow the school calendar and are open Monday-Friday. For the elementary schools, the centers open at 7:00 am – 8:20 am and operate 3:20 pm to 6:00 pm.. Please do not drop off your child before his or her scheduled time. The time of opening and closing may vary depending upon situations beyond our control, such as snow. The Superintendent of Schools determines whether or not school opens and thus the TLC center. **Please review “Delayed Opening” and “Early Dismissal ” policies in this manual.** TLC follows the town of Trumbull's school schedule for holidays and vacations.

## **Late Pick-up**

**Your child must be picked up from the center by 6:00 pm.** In the event that you are unable to pick up your child, you must make alternate arrangements. Should you fail to pick your child up by his or her scheduled time at 6:00 pm a penalty will be applied. A late pick-up penalty of \$30 for every fifteen minutes or part thereof will be assessed for the first instances; \$40 for the second occurrence and each incident thereafter will incur a \$50 penalty for every 15 minutes or part thereof. **If late pickup occurs more than 3 times in one month,** we reserve the right to remove your child from the program. Two staff members who are at least 18 years of age will remain at the program with the child at all times.

### **Left Child Policy**

In the event that a child (ren) has not been picked up by the end of the regular TLC hours, two staff persons who are at least 18 years of age must stay at the center past closing, one of whom is either the Site Director or the Assistant Teacher. Every attempt will be made to contact the parent(s) of the child after 15 minutes of closing time. The staff will contact all parental phone numbers including cell phone, work phone, and home phone. If unsuccessful, the emergency contacts will then be contacted. The Executive Director and /or Board President are notified to assume the responsibility of the child (ren). If neither parent nor emergency contact person can be reached within a two-hour period after closing, it is the responsibility of the Director and/or Board President to contact the police who will be called to the center to assume supervision of the child (ren). The Trumbull Police non-emergency line is (203) 261-3665. The children will be under the direct supervision of at least two staff at all times.

### **Daily Schedule**

<b>Time</b>	<b>Daily Before and After School Activities - TLC Centers</b>
7:00 - 8:30	Board games, STEAM Activities, quiet/free play
3:20 - 3:45	Arrival, bathroom, snack and drinks
3:45 - 5:00	Homework, organized games, crafts, outdoor play, program enrichments
5:00 - 6:00	Free play indoors and outdoors

\* Programmed activities include arts, crafts, games, story time, music and educational activities.

### **Drop-Ins**

Drop-Ins are permitted only on regular school days. All requests must be made via the TLC Parent Portal or by sending an email to [registration@tlctrumbull.com](mailto:registration@tlctrumbull.com). Please also note that only the TLC Office can approve a drop-in request. Drop-in fees are as follows, Before School only is \$32 a day; After School is \$50 a day. If registered for DROP IN ONLY the fees are \$35 for before school and \$55 for after school drop in **Drop-Ins are not allowed on scheduled planned/unplanned early dismissal or delayed openings.**

### **Planned Early Dismissal\*\***

When school is scheduled to be open for only a half a day, TLC will be open from the time of dismissal instead of the normal 3:20 to 6:00. Children will go to TLC as soon as school is dismissed. Unless notified, you will need to send a bag lunch with your child on half days. **There is no additional fee for planned early dismissal days. Drop-ins are not allowed on planned early dismissal days.**

The tentative schedule for early dismissal is as follows:

<b>Day and Date *</b>	<b>Reason</b>
Thursday, October 23rd	Afternoon Teacher/Parent Conference PK-5
Tuesday, October 28 <sup>th</sup>	Afternoon Teacher/Parent Conference PK-8
Thursday, November 6 <sup>th</sup>	Evening Teacher/Parent Conference PK-5
Wednesday, November 26 <sup>th</sup>	Early Dismissal, K-12, Thanksgiving Holiday (TLC to close at 4:00)
Tuesday, December 23rd	Early Dismissal, K-12, Holiday Recess (TLC to close at 4:00)
Thursday, March 12 <sup>th</sup>	Afternoon Teacher/Parent Conference PK-5

\*Please note that these dates are subject to change.

### **Weather Emergency**

In the event of a weather emergency TLC will notify you through the following;

Website: [www.tlctrumbull.com](http://www.tlctrumbull.com)

Facebook: <https://www.facebook.com/tlctrumbull/>

Instagram: <https://www.instagram.com/trumbullloveschildren/>

Email Notification sent from Child Pilot

Radio - WICC (AM 60), STAR (FM 99.9) or WEBE (FM 108)

Television - WTNH/WCTX 59 Channel 8, WFSB Hartford Channel 3 or WVIT/NBC 30 Channel 30.

E-Mail Notification – Register for this service by logging onto [www.ctweather.com](http://www.ctweather.com)

### **Snow Days**

When the Superintendent of Schools closes school for snow or for any reason, TLC will also be closed.

TLC follows the Trumbull Public Schools decisions on snow days and other hazardous weather emergencies. Please choose one of the above public services to obtain information on TLC and school closings. The safety of our children and staff is our paramount concern. TLC may not open on Sign-Up Days in the event of bad weather; again please listen to WICC radio or WTIC Channel 30 TV for closing information. Generally, if local schools, such as Shelton or Monroe, are closed, Trumbull may also be closed.

### **Delayed Opening**

When school opening is delayed, TLC centers will also be delayed. Please choose one of the above public services to obtain information regarding delayed openings. If school is delayed 90 minutes, TLC will open 90 minutes later, 8:30 am instead of 7:00 am. (Only children who are normally BEFORE SCHOOL enrollees can be dropped off at TLC at 8:30 am. All other children must wait until school opens at 10:05 am before being dropped off.) The school will be locked until this time, and no access is possible to the TLC room. Children must never be left in the TLC room without a TLC staff member present. **Drop-ins are not allowed on delayed openings. (Please note that due to staffing availability for the before school program on delayed openings, it may be possible where we are unable to open the center. You will receive notification if this should occur.)**

### **Unplanned Early Dismissal**

If the Superintendent decides to close school early due to causes such as inclement weather conditions, TLC Centers will also close. An Unplanned Early Dismissal is a non-scheduled event and should not be confused with a Planned Early Dismissal. When school dismisses early, children who regularly attend TLC Centers will be directed to go to TLC Centers as usual, but need to be picked up within **two hours of school closing**. Parents who may not work locally and/or believe they will have difficulty picking up their child within this two-hour period should identify a designated local person to pick up their child. This person needs to be listed in our TLC files as the authorized designee. In some instances, the school administration may not close school early, but worsening weather conditions may force the TLC administration to close TLC Centers before the regular 6:00 pm time. Sometimes the weather where you work may not seem to warrant TLC closing early, but please understand that we do not make this decision lightly. Our primary concern is for the safety of our children, staff and parents. All children must be picked up no later than two hours after TLC's decision to close. Ratios will be maintained at all times, and two staff will remain until all children are picked up. **Drop-ins are not allowed on unplanned early dismissal days.**

**In all circumstances, a parent or designated alternate will be responsible for being aware of school and/or TLC time changes and are expected to pick up your child in the appropriate period. If a parent is unable to pick up their child themselves, please make arrangements to have an alternate contact over the age of 18 do so. Ratios will be maintained at all times and two staff ages 18 years or older will remain on premises with the children until all are picked up.**

### **2025-2026 TLC Closed Days (18)**

Labor Day – Monday, September 1, 2025

Columbus Day – Monday, October 13, 2025

Thanksgiving Holiday – Thursday, November 27, 2025 and Friday, November 28, 2025

Christmas Holiday – Wednesday, December 24, 2025 – Tuesday, December 30, 2025

New Year Holiday – Wednesday, December 31, 2025 – Friday, January 2, 2026.

Martin Luther King Day – Monday, January 19, 2026

Presidents Day – Monday, February 16, 2026

Good Friday- Friday, April 3, 2026

Memorial Day – Monday, May 25, 2026

Juneteenth – Friday, June 19, 2026

Fourth of July – Friday, July 3, 2026

***TLC will close at 4 pm on Wednesday, November 26, 2025 and on Wednesday, December 23, 2025.***

### **Sign-Up Days**

TLC follows the school calendar with a few exceptions. Given the current time TLC may be open on the single school holidays during which the children have no school but most parents work. These days change from year to year. Please speak with the Site Director at your child's center for any questions you may have.

Approximately four weeks prior to each single holiday or recess week, a sign-up email is sent to each family. If you want your child to spend the day at TLC on a school holiday, you must register via the TLC Child Pilot Parent Portal by submitting a reservation request. The sign-up period ends two weeks prior to the Sign-Up Day and the online form is no longer available.

### **Sign-Up Day Fees\***

The fee for a Sign-Up Day is \$60 per day for each child if your child is registered full time and part time and \$100 per day if your child is registered as drop ins only. This fee must be paid in addition to your regular monthly program fee. Should you withdraw your child from the Sign-Up Day after the closing date, you will be responsible for all charges. Please review our policy on Sign-Up Days in this handbook. The school calendar can be found at the end of this handbook.

Based on staffing and availability TLC may also open during Spring Recess. The same sign-up system is used as well as the same payment requirement.

All centers will be combined for Sign-Up Days and Recess Weeks. Parents will be notified in advance of Sign-Up Day acceptance and location assignment will be announced in the initial email you receive. This location will be needed in order to complete the online registration via the Child Pilot Parent Portal.

Parents must complete the above registration process for every Sign-Up Day they wish to utilize. Children will not be automatically added to a Sign-Up Day.

**TLC Administration will notify you of the Sign Up Days we are able to offer for the 2025-2026 School Year. Sign Up Days will be offered based on building use, enrollment and staff availability. Should we offer Sign Up Days, below is a list of potential dates. Please check your email for notifications on upcoming Sign up days.**

### **2025 - 2026 Tentative TLC Sign up Days**

Rosh Hashanah – Tuesday, September 23, 2025

Yom Kippur – Thursday, October 2, 2025

Diwali – Monday, October 20, 2025

Election Day – Tuesday, November 4, 2025 – Tentative

February Recess – Friday, February 13, 2026

Teacher Professional Day – Thursday, March 19, 2026

Eid-al-Fitr – Friday, March 20, 2026

April Recess – Monday, April 13 – April 17, 2026

### **TLC Summer Camp**

TLC offers a summer program to its currently enrolled families for children who have completed K thru 5<sup>th</sup> grade before the summer. Please note that Application for Registration for the summer program is separate from that for the regular school year. Acceptance is on a “first come - first served” basis and registration is not guaranteed. Enrollment is limited per center. Depending on enrollment, Camp may run at each of the six elementary school centers, in addition to a July half-day program run in conjunction with the “Summer Explorations” program operated by the Board of Education.

The start of summer camp is dependent on the Board of Education’s scheduled last day of school. Camp generally runs for 8 weeks during the summer. However, this schedule may change. Camp dates will be available during the February Application for Registration process. TLC Camp maintains the regular scheduled hours of 7 am to 6 pm, with the exception of the Afternoon Explorers that operates 12 pm to 6 pm.

### **Child's Records**

TLC keeps a folder for each enrolled child at your child’s center and the TLC Administration Office. This folder contains the original copy of the registration form, emergency release form, a copy of the most recent medical form, the signed acknowledgement of receipt for the Parent Handbook, and any applicable administration of medication records. It is your responsibility to keep the TLC Parent Portal up to date with any changes such as home address, home phone number, work location and work phone number, emergency contacts, insurance carrier and number, medical conditions and court orders.

### **Child Attendance**

TLC staff takes the safety and well-being of every child seriously. At school dismissal, an attendance checklist is completed, and each child must be accounted for. If your child is scheduled to attend TLC but does not arrive at the center, we make every effort to locate that child immediately. If you know your child will not attend TLC on any given day, it is crucial that you inform the center or the TLC office. If your child will be picked up early at school, is absent that day or will go home with another child, **we must be informed, in addition to the child's classroom teacher**. Please understand that to send staff looking for a child is reducing the number of adults supervising the children in the center, which compromises the safety and well-being of the other children.

Failure to notify TLC when a child will not be attending will result in a warning. The second time, a \$25 penalty will be assessed. We reserve the right to remove your child from the program upon the third such occurrence in any one calendar month.

All attendance records will be kept at the TLC Administrative office for 1 year following the end of the school year or camp program, per OEC guidelines.

### **Child Pilot Notification**

TLC emails all the important announcements and Sign-Up Day notices as well as our monthly E-News (newsletters) through Child Pilot. In addition to important reminders we may also send messages directly through the Child Pilot App. Please ensure that you have allowed notifications on the Child Pilot app so that you do not miss any communications from TLC. You can also communicate with the staff through the app in addition to emails. Please use a personal email to avoid issues that frequently arise when using a

work email. You will be able to make changes at anytime of day from any computer or App on your phone.

### **Parent Table**

Each center has a Parent Table or area where the Sign-In/Sign-Out Ipad and other information is available. Notices of upcoming events, planned enrichments, fundraising efforts and general information about the center are posted. Please make every effort to review this information whenever possible.

**Please note that important notices will be emailed via our Child Pilot database.**

### **Parent Access to Program**

Parents have immediate access to their child's TLC program during the hours of operation, unless prohibited by law per our licensing guidelines from the Office of Early Childhood. Parents are encouraged and welcome to visit their child's center at any time to observe the program. Upon entering the center, we request that you check-in with a staff member who can update you on planned activities for that time.

### **Parent Involvement**

Parent involvement is encouraged at all of our TLC centers. There will be opportunities throughout the year for you to be involved in activities sponsored by your child's TLC center. Your attendance and participation is not mandatory, it is highly encouraged. Parents also have the opportunity to volunteer on the TLC Board of Directors. Please visit our website, [www.tlctrumbull.com](http://www.tlctrumbull.com), for the scheduled dates and times of the upcoming board meetings.

### **Volunteers and Visitors**

Volunteers and visitors are not employed by TLC but provide a service to the program or the children attending. Volunteers all have to be background checked and are usually familiar to the program as they are board members or parents of enrolled or previously enrolled children. Visitors are often members of the community such as EMS workers, in house field trip educators, demonstrators, etc. Visitors will not provide direct care to the children and will never have unsupervised access to any child.

### **Parent Communication**

TLC will notify the Office of Early Childhood, parents, and staff of any changes in the programs or services. Any changes to TLC's policies and procedures will be communicated within 5 days of the change to the Office of Early Childhood, parents, and staff per OEC regulations. Parents will be notified of any important information through Child Pilot email service. All TLC centers also send out frequent communication to parents in the form of newsletters with reminders to parents, event dates and what projects and experiences the center has been enjoying in recent weeks.

In addition, daily communication with parents is vital to the success of the children's experience at the program. Parents may speak to the teachers at drop off and/or pick up or may contact the center by phone as well. We may also contact you through Child Pilot notifications so please ensure that you have downloaded the app on your phone and have allowed notifications.

### **Parental Notification Policy**

TLC will inform families of program philosophy, policies, curriculum, assessment systems, cultural practices and personnel qualifications. We will ensure that parent/guardians are involved in significant decisions affecting their child(ren). Parents/guardians will be fully informed of any proposed research projects involving their child(ren) and shall have the opportunity to give or withhold consent without penalty. TLC will not permit or participate in research that could in any way hinder the education, development, or well-being of a child.

### **Sign-In/Sign-Out**

State regulations mandate that a child is signed-in and signed-out by a parent or designated alternate. Any time you drop your child off at a center or pick up your child, you must sign him or her in or out through the Child Pilot App located on your phone or the IPad provided at the center. To ensure the safety of your child, TLC staff must monitor appropriate drop off and pick up of all children. This also

provides a valuable tool in tracking attendance. The State of Connecticut inspects our sites on a regular basis, and the Sign-In/Sign-Out records are one of many forms that are checked. Therefore, your compliance with this procedure is essential. Failure to comply will result in a written warning, followed by a \$25 penalty charge for each failure to sign a child in or out at pick-up or drop-off.

### **Emergency Contacts**

We require **two local contact names** for your child in the event that we are unable to contact you in an emergency. The alternate contact MUST be someone over the age of 18 other than the parent or guardian and reside locally. Please notify any individual you designate as an alternate/emergency contact that you have done so, and confirm that they are willing and able to pick up your child. Please also make sure that your child is familiar with the alternate contact and, that they feel comfortable leaving with that individual.

All alternate/emergency contacts will be asked to show some form of photo identification,(i.e. valid driver's license) **and must be 18 years or older before they will be able to leave with any child**. This is a safety precaution so please make this policy known to your alternate/emergency contact prior to coming to the center.

If you or a designated alternate contact cannot pick up your child, we will need a signed note from you giving permission for someone else to do so. This person will be asked to sign your child out and produce sufficient photo identification, (i.e. valid driver's license).

In the event of an emergency when a parent or legal guardian needs to change the normal departure plan of their child and has not provided TLC a written notice, the following procedure will be followed:

- 1) The parent or guardian requesting the change must provide clear instructions to TLC staff specifying what change is to be made.
- 2) The caller will identify to the TLC staff member what location they can be called back at to confirm identity of caller. The home, work or cell phone numbers, which are in the child's file, are the ONLY numbers a staff member are to use to confirm the identity of the caller.
- 3) Site Director or designee must be notified of the call.
- 4) TLC staff must confirm this change with a parent or legal guardian of the child. Again, ONLY the contact numbers in the child file can be used. TLC staff will NOT ask the caller for a phone number.
- 5) TLC staff will document all information in the center's logbook; with date and time of call, name of child, name of caller, calls made to confirm caller's identity and clear instructions of change in child's departure plan and initial the entry. The entry will be highlighted so all staff can see entry and are aware of change.
- 6) No child will leave the care of TLC without following this policy.

If you have any questions, please do not hesitate to call the TLC office at (203) 452-9626.

### **Staff Hired by Parents**

We strongly discourage our employees from making independent child care arrangements with families of TLC. However, in the event that you enter into an agreement with a TLC employee to babysit for your family outside of the employee's normal work hours, it must be done away from the TLC center and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a TLC employee. Please complete the form on the following page with the TLC employee and return to your child's Site Director. We cannot be responsible for our employees outside of their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect. If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay TLC a \$1,000 finder's fee.

### **Homework**

Every effort will be made to provide children with an opportunity to do their homework daily. However, we cannot guarantee they will always complete their homework during the designated homework time. One hour will be set aside for homework. On days when enrichments are scheduled, it may not be possible to include time for homework.

Please note that it is the aim of our staff to assist your children in getting their work done, but TLC cannot be held responsible for the quality or completeness of the work. If you have any questions or concerns please speak to your child's Site Director.

### **Movies**

In general, G-rated movies may be shown at TLC. If at any time we would like to show a movie rated PG, we will distribute permission slips to parents. Please be sure to return any permission slips to your center as soon as possible. All permission slips must be returned. If we do not receive the permission slip back, your child will not be able to see the movie and alternate activities will be arranged.

### **Technology**

OEC has established new guidelines for licensed childcare centers for technology use within the program. Children will have restricted access to phones, laptops, desktops, and equipment capable of playing video games and/or streaming video, except for educational and physical opportunity purposes. The new technology restriction is for all children who attend TLC but accommodations can be made for children with a disability or developmental delay that require the use of their device as a result of their disability or delay.

### **Enrichments**

From time to time during the school year, TLC schedules enrichment programs. In the past, these have included puppet shows, cartoonists, magicians and nature programs. Our monthly newsletter, is a good source of information for upcoming enrichment plans. Notices regarding enrichments are generally posted on or near the Parent Table at each center. We recommend that parents not interrupt a program for their child's pick-up unless necessary. On enrichment days, it may not be possible to include a time for homework. Suggestions for enrichments and entertainment are always welcome.

### **Field Trips**

TLC schedules field trips regularly during the summer camp program. Parents will receive notice with trip details in advance of the scheduled field trip. A permission slip with parent approval will be required before any child can participate in a field trip. Staff and child ratios will be maintained while outside of the building with at least two staff who are at least 18 years old. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the center's first aid kit on the field trips including any of the children's medications.

### **Swimming Policy**

Children will be supervised at all times when participating in swimming activities. There will be at least one staff member present and supervising the group of children who is at least 20 years old, who is CPR certified by the AHA, ARC, or ASHI and who has completed acceptable lifeguard certification training. For school aged children there will be at least 1 TLC staff member per every 6 children also directly supervising the children swimming.

All non-swimming children will be clearly identified by a fluorescent bracelet that is visually and easily recognized by lifeguards and staff.

### **Transportation**

Since all TLC centers are located on-site, no daily transportation is required. Bussing for the TLC summer camp program field trip days will be provided by First Student Bus Company.

### **Snacks**

All centers will provide a snack in the afterschool program, which is a light meal containing two food groups. All snacks will include a choice of milk, 100% juice, and water. Snack menus are posted at least one week in advance at every center. On camp and sign up days centers will offer a snack in the morning and in the afternoon and parent's must provide their child's lunch in a labeled bag. We ask that you refrain from sending your child with peanut butter as we have many allergies in the center.

If your child has any food allergies, you must notify us in writing and complete a TLC Care Plan. You may pack a special snack for your child, or keep a supply on hand at the center. Each center is equipped with a microwave oven so that snack and lunch foods may be heated if needed.

### **Attire**

The children go outside whenever weather permits. Please dress children appropriately for the weather (i.e. light jacket for fall or spring, heavy jacket, pants, mittens, hat, etc. for winter). Please label all clothing.

No open-toed or open-back shoes may be worn at TLC, due to safety issues.

### **Pet Policy**

No pets are permitted in any TLC centers.

### **Staff Requirements from OEC**

Each center has an OEC approved Head Teacher and/or Site Director and one or more Assistant Teachers. All Site Directors and Head Teachers must work at the center for at least 60% of the operating hours. All Site Directors, Head Teachers, and Assistant Teachers are certified in CPR, First Aid, and Administration of Medication. All centers will have at least two staff who are at least 18 years of age on the premises at all times. While many of our staff are college students pursuing a degree in child related studies, we do employ high school students. The high school students must be a minimum of 16 years of age, and are employed as Counselor Aides.

As a non - profit, TLC has a Board of Directors. The Executive Director assumes all responsibility of all TLC Centers and reports directly to the Board of Directors. In the absence of the Executive Director, the TLC Administrative Site Director will work alongside the center Site Directors and President of the Board of Directors to oversee the program.

Each center has a Site Director who supervises all center staff including the Head Teachers, Assistant Teacher I, Assistant Teacher II, and Counselor Aides. The Site director is responsible for the daily operations of the center. In the absence of the Site Director, the Head Teacher and/or Assistant Teacher I will assume center responsibility.

Before a staff is hired, they are put through a rigorous screening process set forth by OEC. All prospective staff must pass background checks that include, but are not limited to, state criminal record and sex offender registry of any state the prospective staff has resided in during the past 5 years. As well as getting their fingerprints submitted through the FBI's fingerprint database using Next Generation Identification and search of the National Crime Information Center and National Sex Offender Registry. Additionally, any staff who is over the age of 18 must have their previous work experiences with children unsupervised from the past five years verified before employment. TLC will make every reasonable attempt to verify their previous job title, duties, employment dates, and rehire eligibility. Documentation of the background checks, fingerprinting, and employment verification, will be on file and available for OEC to review if requested. Any prospective staff or volunteer who has a record unsuitable for childcare will be denied opportunity to work or volunteer within TLC and the findings will immediately be reported to OEC.

All prospective staff must have a staff medical statement within the past 12 months stating their ability to work in childcare and if there are any medical conditions or mental health conditions that may impede their ability to care for children. The staff will need to get an updated medical statement every 36 months. All medical statements are on file at the center and available for viewing by OEC at all times.

All employee discipline decisions are made through TLC administration, which may include the TLC Executive Director and the Human Resources Manager and possibly the center's Site Director.

For identification and security reasons, each staff member is required to wear a nametag. Since we utilize the Trumbull Board of Education's facilities, we follow the policy that is set forth by them.

### **Mandated Reporting for Suspected Abuse and Neglect**

All TLC staff are Mandatory Reporters per the Connecticut General Statutes, Section 17a-101 and have participated in the State of Connecticut of Children and Families Mandated Reporter Training Course. As childcare providers, we are mandated by law to report any suspicion that a child is being abused, neglected, or at risk. The course covers abuse and neglect prevention and detection, as well as the reporting requirements as a mandated reporter. Staff are required to take the bi-annual staff meeting that focuses on the steps for reporting abuse and neglect and the role of the mandatory reporter. All new staff will be trained in the procedures prior to their start in the classroom. All child abuse and neglect policies and procedures are posted on the licensing boards in every center and in both the employee and parent handbooks for viewing.

TLC has a responsibility to prevent and report abuse and neglect of all children enrolled. The Connecticut General Statutes, Section 46b-120 defines abuse and neglect as follows:

Abused: "A child or youth may be found "abused" who (A) has been inflicted with physical injury or injuries other than by accidental means, (B) has injuries that are at variance with the history given of them, or (C) is in a condition that is the result of maltreatment, including, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment." Conn. Gen. Stats. § 46b-120(7) (2017).

Neglected: "A child or youth may be found "neglected" who, for reasons other than being impoverished, (A) has been abandoned, (B) is being denied proper care and attention, physically, educationally, emotionally, or morally, or (C) is being permitted to live under conditions, circumstances, or associations injurious to the well-being of the child or youth" Conn. Gen. Stats. § 46b-120 (6) (2017).

Child Abuse and Neglect 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 them by abuse or neglect)

All TLC staff have a responsibility to report any suspected abuse, neglect, injury of a child, or imminent risk of serious harm to a law enforcement agency or through the Department of Children and Families Careline telephone number (1-800-842-2288) as soon as possible. The Careline is open 24 hours a day/7 days a week. If a staff member is witness of abuse or neglect the staff member is to immediately remove the children from the person abusing or neglecting and the area to a safe place. Once the child is in a safe place the administrative staff will be called, and the incident will be reported to the local law enforcement agency and the DCF Careline. The staff and administrative staff will follow the law enforcement agency and DCF Care Line recommendations on who to report the incident to including guardians and parents based on who is the suspected person of abuse/neglect. The staff will also call 9-1-1 for medical attention if deemed necessary.

All abuse and/or neglect suspicions must be reported within 12 hours of the mandated reporter becoming aware of the suspicions to the DCF Careline.

The DCF Careline Will Need:

- The reporter's name is required, but may be able to be kept confidential.
- Name of the child and their date of birth
- Address of child
- Phone number of child
- Name of the parents or guardians of the child
- Address of the parents or guardians
- Phone numbers for the parents or guardians
- Relevant information such as physical markings, behavioral indicators, nature and extent of the injury, and the maltreatment or neglect observed.
- The exact description of what the reporter has observed
- Time and date of incident
- Information of 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 treat the child

Within 48 hours of making an oral report, the mandated reporter will complete the Department of Children and Families "Report of Suspected Child Abuse/Neglect (DCF-136) Form" and submit a copy to:

DCF CARELINE  
505 Hudson Street  
Hartford, CT 06106

All documents containing contents of oral and written reports, DCF-136 forms, and staff statements will be kept in the child's file at the center, and in TLC's main office. A mandated reporter's failure to report abuse, neglect, or an injury of a child or a child who is imminent risk of serious harm may face penalties for failure to report and will be referred to the Chief State's Attorney.

If at any time a staff member has suspicion, another employee has been abusing or neglecting children, the staff member will immediately notify TLC's administrative staff. TLC supports a zero tolerance policy for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian for any allegations of abuse/neglect towards a child in the program. The administrative staff including the Executive Director will immediately notify the parents or guardians of the suspected abuse/neglect report to DCF immediately and make them aware health officials may need to speak to them or the child to assess any injuries and offer support or guidance.

Any member who is accused of physical, psychological, or sexual abuse or neglect will be subject to immediate suspension until a DCF 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.

All parents are given the Parent Handbook upon the start of a new program. Upon receipt of the handbook parents are given a form to complete acknowledging they understand and will adhere to all of Trumbull Loves Children's policies and procedures, including but not limited to the child abuse and neglect policies and procedures.

### **Staff Protection**

Staff are protected by law from discrimination or retaliation for reporting suspected child abuse or neglect per the Connecticut General Statutes (Section 17a-101e).

### **Professional Development**

All staff must complete the OEC Health and Safety training prior to April 1, 2025 or within three (3) months of employment. After completion of the training, all staff must complete 1% of their annual scheduled hours in continuing education credits. Topics of continuing education may include, but are not limited to:

- Early education and child development
- Licensing and regulations
- Emergency preparedness
- Prevention and control of infectious disease
- Handling and storing of hazardous materials and the disposals of bio contaminants
- Child maltreatment
- Nutrition and programming for children with disabilities and special health care needs
- Prevention of Sudden Infant Death Syndrome and safe sleep
- Administration of Medication
- Emergency prevention and response to food and other allergies
- Building and physical premises safety
- Protection of hazards, bodies of water, and vehicular traffic
- Prevention of Shaken Baby Syndrome and abusive head trauma
- Precautions in transporting children
- Pediatric First Aid and CPR

All continuing education credits must have written verification of completion and must be available for OEC to review upon request. An assessment of individual development will be created for each staff member.

### **Plan for Consultation**

The health consultant will visit the centers quarterly and will observe the program, review child and staff files, and provide feedback to the Site Directors. The health consultant will also review each injury, illness, incident, and accident report since the last visit.

The education consultant will visit the center at least once a year and will review the daily plans, curriculum documents, and the developmental and age appropriate practices while visiting. The education consultant will also observe staff interactions, use of materials and equipment, implementation of plans, and classroom management, and then will provide feedback on documentation and classroom observations to the Site Director.

All consultants are licensed professionals within their fields and have approval to be consultants for an OEC childcare center. The education consultant is not a TLC employee.

## **Health**

### **Health Insurance**

TLC carries liability insurance for all its centers. However, we do require that every child attending the program have medical insurance. **It is mandatory that all TLC students have medical insurance, or a signed waiver is required.** Information on the state sponsored HUSKY plan for uninsured children may be obtained from the HUSKY website [www.huskyhealth.com](http://www.huskyhealth.com) or by calling at 1-877-CT-HUSKY. Also,

please contact your child's school office for information on other insurance programs. Prior to enrollment, you must provide TLC with proof of such insurance, or sign our waiver.

### **Health Forms**

A current State of Connecticut medical examination form must be on file at the TLC center for each child. All health assessments must include a physician, physician assistant or APRN's signature. A copy of the child's current immunization record needs to be included with the health assessment as well. Health forms are valid for three years from the date of physical examination for grades 1<sup>st</sup> through 5<sup>th</sup>. Health forms for children under the age of 59 months are valid for one year from the date of physical examination. All children entering Kindergarten must have a current physical and updated copy of their immunization records. Copies may be obtained from the school nurse only with parental permission. **Children will not be allowed to attend the program without current medical records.** Blank forms can be downloaded from TLC's website: <http://www.tlctrumbull.com>. Completed health forms can then be uploaded via the TLC Parent Portal.

### **Sick Child**

Sick children will be sent home. A parent or designated alternate will be contacted and told to pick up the child immediately. The Board of Education policies and procedures regarding communicable diseases and medical emergencies will be followed by the center. This includes children who have a fever, are vomiting, have diarrhea or have any contagious disease. This is also true of re-admission procedures following an illness. Children will be unable to return to TLC, until they have shown no symptoms for 24 hours without medication.

Children who become sick at the center will be isolated and kept comfortable until they are picked up. Children who become ill during school hours will be unable to attend TLC Center. There will be no exceptions to this policy. In addition, if a child becomes ill or arrives at TLC with a communicable disease, the child must be separated from the group. If sufficient staff is available to provide one-to-one care of the sick child in a separate area while maintaining sufficient staff levels, that course of action will be followed until parent pick-up. However, if that is not possible, the child will be placed in a quiet corner of the room where the staff person with the sick child will also be able to provide indirect supervision of the group in either case, the separate area would be within licensed space.

The child will be made as comfortable as possible. Use of cots and any other articles will be permitted. Staff will need to protect the children from communicable disease by separating them immediately. Once the child is comfortable, the parent will be called to pick up the child. If the parent cannot be reached, emergency telephone numbers will be called. If a child is sent home for illness a report on the child's illness will be available no later than the next business day.

### **Covid – 19**

TLC is continuing to practice safe and health hygiene practices at all centers, which include frequent hand washing, effective disinfecting and sanitizing, and increased ventilation in all the centers. The Connecticut's Department of Public Health advises that children and staff with mild respiratory disease symptoms, which include but are not limited to; infrequent cough, congestion, runny nose, sore throat, etc. can remain in attendance if they have no fever. However, Connecticut's Department of Public Health has advised they should test for Covid – 19 before leaving for school, daycare or camp for every day they are experiencing symptoms, and only attend if fever free, negative for Covid – 19 and well enough to attend. Children and staff choosing to report in person with mild symptoms should be strongly encouraged to wear a well-fitting mask indoors.

Anyone with a fever ( $\geq 100^{\circ}\text{F}$ ) or who feels feverish should not report in-person until their fever has resolved for at least 24 hours without the use of medication and should test for COVID-19. If a child is showing any symptoms and there is a positive Covid – 19 case within the household, the child will not be permitted to attend TLC until the quarantine period has concluded. Anyone testing positive for COVID-19 should complete isolation according to the CDC Guidance. This updated guidance recommends that those who have COVID-19 should stay home until they've been fever-free without medication for at least 24 hours and their symptoms have been improving for 24 hours.

If your child test positive for Covid – 19, please immediately notify your TLC Site Director. TLC is responsible for reporting all COVID-19 positive cases to the State of Connecticut's Department of Public Health and Trumbull's Health Department. TLC will not be contact tracing, but will email parents via Constant Contact to notify of any positive cases within the center. The TLC Staff will actively monitor the health of the children, staff, and visitors within TLC after a possible exposure within the program and will continue to consult with TLC's health consultant, the State of Connecticut's Department of Public Health, Office of Early Childhood, and Trumbull's Health Department on best practices for Covid – 19.

### **First Aid/Accidents**

There is always at least one staff member certified in first aid on site at all times. In the event that a child is involved in any accident at the center, the first aid certified staff member would assess the extent of the injury and administer appropriate first aid. If the injury is serious and requires emergency medical attention, the staff member will first contact 911 and then notify parent as soon as possible. For all other injuries, the parent will be contacted immediately. The staff member will complete an accident report detailing the circumstances of the accident and first aid administered. Parents will receive a copy of the completed accident report no later than the next business day and will be requested to sign the report.

### **Medical Emergency**

In the case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will 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 health consultant will be contacted. For extreme emergencies, 911 will be called by the Site Director or Assistant Teacher I. The Site Director or Assistant Teacher I will also call TLC Administration. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency form with permission to treat, any care plans, and emergency contact list will be brought with them. Another staff member will notify the parents/guardians to meet the child at the emergency room. If the child's parents/guardians are unable to be reached, the staff will then contact the child's emergency contacts. Additional staff will then be called in if necessary to maintain required ratios.

In the event a child becomes ill at the center, parents will be notified and the child will be moved to a separate area, with a cot available. A staff person will remain with them at all times and will continue to monitor the situation and will call 911 if deemed necessary.

In the event that a child or staff member is involved in any accident, the first aid certified staff member will:

1. Assess the extent of the injury.
2. Administer appropriate first aid.
3. Contact the parent if the injury is not life threatening.
4. Attempts will be made to consult with the child's physician/dentist.
5. If neither is available, the program's health consultant will be contacted.
6. Call 911 or EMS if appropriate.
7. TLC Administration will be notified.
8. One of the staff will accompany the child in the emergency vehicle with the child's emergency release form.
9. If the center is understaffed due to the staff person's departure, alternate staff or board members are to be contacted until adequate coverage is achieved.
10. If the injury does not necessitate calling EMS and the parents cannot be reached, the School nurse may be contacted during school hours. Before or after school hours, TLC's health consultant may be called.

### **Emergency Telephone Numbers**

Emergency Calls (Fire, Police, Ambulance)  
DIAL 911

Trumbull Police Department (NON - EMERGENCY LINE)

1 - 203 - 261 - 3665

Poison Control  
1 - 800 - 222 - 1222

Department of Children and Families (DCF)  
1- 800 - 842 - 2288

Office of Early Childhood  
1 - 860 - 500 - 4412

**Administration of Medication.**

It is the policy of TLC to administer prescription medication on a limited basis. Prescription medications are limited to metered dose inhalers and prescription medications through Epi-Pen Auto Injector. In conjunction with the above, oral doses of Benadryl may also be administered when accompanied by a specific order from a physician. Only an authorized provider who has completed a course given by a physician, physician assistant, advanced practice nurse or a registered nurse, who has successfully completed a training program, which meets the State of Connecticut Department of Public Health, OEC, regulations, will administer medication to children. Such a person will only administer medication when the proper authorization forms accompany the medication, which include signed permission from the parent or guardian.

The TLC "Authorization for Prescription Medication" form is used for this purpose. This form is to be completed if a child needs to take any kind of prescription medication metered dose inhaler, prescription injection through Epi-Pen or oral dose of Benadryl and must include ALL the information requested. The authorized provider is responsible to update and complete this record each time a medication is given. This form needs to be completed in its entirety in ink in order for a child to attend a TLC program. The form will be reviewed before administering any medication and will be kept on file for at least two (2) years after the child no longer attends the program. The medication administration record will become part of the child's health record when the course of medication has ended. The form can be downloaded from our website, [www.tlcrtumbull.com](http://www.tlcrtumbull.com).

Below is a list of prescription medications we will administer to a child:

Metered dose inhalers  
Emergency medications administered through Epi-Pen Auto Injector

The center will store and administer prescribed inhalers and Epi-pens, non-prescription topical medications and emergency oral medications with parent's consent. All emergency medications will be stored in an unlocked location but inaccessible to children. All other non-emergency locations will be stored in a locked area, and if directed by the manufacturer, refrigerated inaccessible from the children. Controlled medications will be double locked. All non-prescription medications and pre-filled commercially prepared injectable medications will be stored inaccessible from children and away from food. Any authorized medications should be brought to the TLC center by a parent. Medications must be in their original container and clearly labeled. An authorization form, which must be signed by a physician, physician's assistant or APRN and parent, is available at the Center. All non-prescription topical medications and ointments must be given in the original container with the proper forms completed by both the prescriber and the parent/guardian.

The individual written administration record of each child includes:

- The child's name, address and birth date
- The drug name, date of prescription, pharmacy and pharmacy number, expiration date
- The date, time, and dosage of each administration
- The side effects and a plan from the prescriber on how to manage them
- The prescriber's name, address, and phone number
- Notation whether it is a controlled drug

- Specific instructions from the prescriber on how to administer
- Name, address, phone number, and relationship to the child of the parent/guardian giving permission for the administration of the drug by TLC staff
- The signature in ink of the Director, Head Teacher, or program staff administering the medication.
- Food and medication allergies or negative reactions with food or drugs.
- Level of cooperation from the child in accepting the medication ordered.
- The date and time the medication is started and ended.
- Medication administration errors.

Staff responsibilities include, but are not limited to ensuring the medication administration form is complete, the medication being received matches the medication orders and the medication is being stored as directed. Parents will be immediately notified by phone when/if a child has been administered any prescription medications. Site Directors, Assistant Teachers I and II's are trained in the administration of medication by a physician, physician assistant, APRN, or RN every 3 years. Training for premeasured commercially prepared injectable medications are renewed each year. At no time is an untrained staff allowed to administer prescription medications. All unused or expired medications shall be returned to the parent/guardian.

### **Procedure for Diabetes**

- (A) Prior to attending the center, the parents of a child with diabetes mellitus will meet with the Director and Nurse Consultant to review the center's monitoring of Diabetes Policy and discuss how the individual needs of the child will be met while at the center.
- (B) Parents will supply testing supplies, monitoring supplies, medical equipment and medication labeled with the child's information and it will be stored in the center not accessible to children. The parent will sign an agreement they will provide and maintain all necessary equipment in accordance with the manufacturer's instructions, restock supplies, and remove material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept in a locked cabinet inside of a sharps container at the center until it is given to the child's parents to be disposed of. Medications need an original pharmacy label on the original packaging with a Medication Authorization signed by a physician. The child's care plans will be reviewed and approved by his/her physician, parents, and staff will sign the plans to acknowledge they are aware of protocols, medications, and testing equipment that includes insulin administration via pump, finger sticks, and glucagon administration.
- (C) Each center will have specific staff who are trained and approved to handle the child's medications and diabetic needs. The centers Site Director, Assistant Teacher I and Assistant Teacher II will be trained on the medical equipment, testing supplies, and medication needed for each child who has been diagnosed with diabetes by a licensed health professional. All staff administering or monitoring diabetes will also be trained in a medication administration, diabetes-training curriculum that includes knowledge of the different diabetic medications prescribed for the child and first aid courses approved by the Office of Early Childhood.
- (D) The child's care plans, testing equipment, medications, and any other diabetes supplies will be kept in a safe place that is easily accessible to staff but not for children. All testing supplies and needles for testing or administration of medication will be properly disposed of in a sharps container that will not be accessible to children.
- (E) The child's sugar levels will be monitored and documented inside communication logs. One communication log will be for the parent and the other will be kept at the center at all times. If at any time the child begins to show a sign of crisis based off the readings recorded the care plan in place will be followed immediately.

(F) The staff will follow the care plan protocol on which contacts need to be notified and in which order in an emergency. The child's physician, parents, and administrative staff will be notified immediately following any type of diabetes crisis.

(G) The child will have a safe private place within the center that can be used to test and administer medications. The Site Director will assign a designated area after consulting with parents and the child on where they would prefer to have the child tested and medicated. The assigned area will have a functioning sink with soap and paper towels and a proper hand washing sign for good hygiene practices. If the child goes into crisis around other children, the other children will be removed from the area by another staff to provide privacy to the child in crisis.

The center will keep the following records as part of the child's medical record and will be updated annually or when there is a change in the information:

(H) A current written order signed and dated by the child's physician, physician assistant or APRN indicating:

- a. Child's name
- b. Diabetes diagnosis
- c. Type of blood glucose test required
- d. Test schedule
- e. Target ranges for test results
- f. Specific actions that need to be taken and carbs to be given when the test results fall outside of the specified ranges
- g. Diet requirements and restrictions
- h. Any requirements for monitoring the child's recreational activities
- i. Conditions requiring immediate notification of the child's parent(s), emergency contacts, and physician's office

(I) An authorization form signed by the child's parent(s) and treating physician, physician assistant or APRN which include the following information:

- a. Child's name
- b. Parent's name
- c. Parent's address
- d. Parent's phone number
- e. Two emergency contacts (name, address, and phone numbers)
- f. Names of staff designated to administer finger stick blood glucose tests and provide care to the child during testing
- g. Additional comments relative to the care of the child as needed
- h. Signature of parent(s)
- i. Date authorization is signed
- j. Name, address, and phone number of the authorizing physician, physician assistant or APRN

#### **Authorization for Non-Prescription Medications**

Benadryl is the only non-prescription medication that will be administered at any TLC center. This over the counter medication will be administered only with the express instructions of a physician and when accompanied by the necessary approval and administration instructions.

All medications will be stored in a convenient location for staff yet inaccessible to children. The non-prescription Topical Medications (i.e. – Sunscreen), must be stored "inaccessible" in the original container and be labeled with the child's name and directions for administering.

Parents wishing further information must request the appropriate forms from the TLC office. It is our policy to decline administering prescriptions if they are not labeled correctly or accompanied by the proper completed forms.

### **Care Plans**

In November 2008, the Department of Public Health, OEC, for the State of Connecticut issued additional regulations by which licensed child day care center need to abide. In accordance with 19a-79-5a (Record Keeping), paragraph (F), an individual plan of care for a child with health care or behavioral needs, is to be developed by the child's parent(s) and the TLC Site Director in accordance with your health care provider and updated as necessary. Your child must be able to function in a 1:15 staff ratio setting, however, your child may also attend with a Trumbull Public School paraprofessional. Please contact the TLC Administration Office if you have any questions.

### **Handwashing Policy**

Staff shall wash their hands:

- After toileting
- Before eating, handling, or preparing food or feeding children
- After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- After handling soiled items, such as garbage
- Whenever hands are visibly soiled

Children shall wash their hands:

- After toileting
- Before meals and snacks
- After blowing nose, coughing or sneezing
- Before and after water/sensory play
- After outside/playground play
- Whenever hands are visibly soiled

Proper handwashing techniques are posted next to every sink with text and visual directions on how to effectively wash hands. The proper handwashing techniques are also explained in both the parent and employee handbooks to encourage effective handwashing.

1. Wet the hands and apply a small amount of liquid soap to hands.
2. Rub hands together vigorously with soap and water for 20 seconds or two rounds of the "Happy Birthday" song.
3. Wash all surfaces of the hands, including the back of the hands, palms, wrists, in between the fingers, and fingernails.
4. Rinse hands thoroughly to remove the soap lather.
5. Dry hands with single use disposable towels.
6. Turn faucet off with the towel.

## **DISCIPLINE POLICY**

It is TLC's Policy to have TLC staff develop positive relationships with the children by being a positive role model for them. The staff will use positive techniques that would include, but are not limited to positive word usage, positive guidance and directions as well as setting clear limits to promote appropriate positive behaviors and a positive environment. It is our policy that a child will receive appropriate consequences for any unacceptable behavior and will have continuous supervision of staff during any disciplinary action. The goal of discipline is to help the child develop self-control and move toward appropriate social behavior and the consequence will relate to the unacceptable behavior.

If those techniques are not successful, and a child continues the unacceptable behavior, the following will occur:

1. Staff will use positive guidance as the first method of creating a positive learning environment for all children with praise and positive reinforcement.
2. Then the use of redirection will be utilized first to end any unacceptable behavior. An example is asking a child to play at another area because the child is being destructive of another child's work.
3. Then a verbal reprimand is made to the child. This will be a positive statement such as "Please walk when we are in the classroom" versus "Don't run".
4. If the behavior continues, the teacher will isolate the child in a quiet area as a "time out" for up to three minutes or less if appropriate. This quiet area is to be located within the licensed space, in full view of the staff but somewhat apart from other children and activities. In addition, a child may be restricted from certain activities relating to the behavior; for example, if he/she is throwing blocks, he/she will not be allowed to continue to use them.
5. If a verbal reprimand and time-out do not improve the behavior, and it continues, the teacher will speak to or call the parent.
6. If the behavior continues, the Site Director will meet with the parent or parents to develop an appropriate behavior response.
7. If the behavior continues, the Site Director may request a meeting with the parents and the TLC Administration to ensure an appropriate resolution of the problem. This may include a variety of strategies up to and including the child's removal from the program. Parent involvement in this process is essential for the success of the child.

Specific punishments prohibited against the children include:

1. Physical punishment of any kind (which includes, but not limited to; spanking, slapping, pinching, shaking, striking)
2. Physical restraint of any kind (unless to protect the health and/or safety of the child or others).
3. Abusive, neglectful, corporal, humiliating or frightening punishment of any kind.

When disputes arise among children or between a child and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas whenever possible. Staff will also encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.

### **Supervision Policy**

There will always be at least **one teacher** with a child or group of children at each location within the center **so that Sight and Sound is observed**. This includes classrooms, hallways, gymnasiums, cafeteria, lavatories, transportation and outdoor play areas. Supervision will be either direct or indirect, depending upon the activity. Staff will always accompany groups of children as they move from space to space or from indoor to outdoors and will position themselves to see as many children as possible. The staff to child ratio is 1 staff for every 15 children over the age of 3 years old. At least two staff over the age of 18 years old will be on staff at all times. At no time, the group size will exceed 30 children. Group size shall be observed at all times including outside play, indoor play, and on field trips. No child will be left alone for any period of time.

It will be the responsibility of all staff to ensure the safety of the children on the playgrounds. Supervision of the children will include the following:

- A head count will be taken before leaving the building.
- The staff will escort children to the designated play area.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment are supervised. Staff are not to sit and socialize with one another.
- A head count will be retaken coming inside.
- Staff may not leave children unattended or out of ratio and group size.
- Children may not go inside for any reason, including the bathroom unless accompanied by staff.

### **Plan for Consultation**

We are required to have an educational, health, and social service consultant per licensing guidelines. We currently do not need or have a dietary consultant on staff as we do not serve or provide meals.

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.

## **EMERGENCY PLANS**

### **Emergency Plans**

TLC staff will be trained and ready for any emergency that may include, but are not limited to, man-made disasters, natural disasters, weather related emergencies, fire emergencies, and acts of terrorism. All staff will be familiar with the entrances/exits within the school building. During all operating hours, including emergencies, TLC will operate within ratio and within group limits. There will be a minimum of two staff on at all times who are at least 18 years of age. There will also be a trained staff who can provide CPR, First Aid, and Administration of Medications if needed. All children who may need specific care plans for their chronic medical conditions or disabilities for emergencies will have specific care plans on file to review. The care plans will be developed by the parent and the Site Director and kept in the Emergency Binder at all times.

TLC will continue to have open communications with Trumbull Public Schools and the Trumbull's Emergency Management to ensure the most up to date policies and procedures are in place. TLC will also incorporate bimonthly drills of different procedures to ensure the understanding of the procedure and to give the opportunity to discuss amongst staff and administration where policies need to be adjusted or improved. TLC Administration will also conduct a multi - level response drill that demonstrates the staff and children abilities to shelter in place, lock down, and evacuate at least annually at each center to ensure the understanding of protocols. The administrative team will then conduct a staff meeting with center staff to discuss the drill and how to improve in the future. All parents and schools will be made aware at least 72 hours ahead of time that the drill will be taking place.

In the event of an emergency, the Site Director/Head Teacher/Assistant Teacher I who is the lead management in the center at that moment, will gather the following items:

- Emergency File Binder
  - Emergency Contacts
  - Care Plans for Emergencies
  - Layout of School Building with Entrances/Exits Labeled
- Attendance and Sign In/Out Sheets
- First Aid Bag
  - Medication
  - Medical Equipment
- TLC Cell Phone/iPad
- Walkies
- Door Key

### **TLC Center Evacuation Plans**

In the event that the facility must evacuate, arrangements have been made in advance with Trumbull's Civil Preparedness Unit and Trumbull's Town Hall to include TLC in its town-wide evacuation plan. Currently, the town evacuation site is Trumbull High School on Strobel Road in Trumbull. If evacuation to that site were necessary, the same procedures would be followed as specified above except for the destination.

### **Booth Hill**

Should an emergency evacuation of TLC Booth Hill be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Daniels Farm School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Daniels Farm School is located approximately two

miles from Booth Hill School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

#### **Daniels Farm**

Should an emergency evacuation of TLC Daniels Farm be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Booth Hill School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Daniels Farm School is located approximately two miles from Daniels Farm School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

#### **Frenchtown**

Should an emergency evacuation of TLC Frenchtown be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Middlebrook School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Middlebrook School is located approximately 2.5 from Frenchtown School. Notes will be posted to alert parents of the location of the children. Upon arrival at Daniels Farm School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

#### **Jane Ryan**

Should an emergency evacuation of TLC Jane Ryan be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Tashua School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Tashua School is located approximately two miles from Jane Ryan School. Notes will be posted to alert parents of the location of the children. Upon arrival at Jane Ryan, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

#### **Middlebrook**

Should an emergency evacuation of TLC Middlebrook be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Jane Ryan School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Jane Ryan School is located approximately two miles from Middlebrook School. Notes will be posted to alert parents of the location of the children. Upon arrival at Jane Ryan School, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

#### **Tashua**

Should an emergency evacuation of TLC Tashua be required, the bus company that is contracted by the Trumbull Public Schools will transports TLC staff and children to Jane Ryan School cafeteria and/or gymnasium. The children will be supervised by at least two TLC staff who are over the age of 18 years old until parents can be notified and pick-up effected. Jane Ryan is located approximately two miles from Tashua School. Notes will be posted to alert parents of the location of the children. Upon arrival at Jane Ryan, calls will be made to parents or emergency contacts to notify them that the children must be picked up. Staff ratios will be maintained at all times, and two staff over the age of 18 will remain with the children until all children are picked up.

## **Weather Emergency Procedures**

### **Booth Hill**

Should a weather emergency occur at Booth Hill, the children will be escorted by the TLC staff into a safe location. The children will proceed to the hallway near the TLC Booth Hill room away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Daniels Farm**

Should a weather emergency occur at Daniels Farm, the children will be escorted by the TLC staff into a safe location. The children will proceed to the hallway near the TLC Daniels Farm room away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Frenchtown**

Should a weather emergency occur at Frenchtown, the children will be escorted by the TLC staff into a safe location. The children will proceed to the hallway near the Frenchtown Main Office away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Jane Ryan**

Should a weather emergency occur at Jane Ryan, the children will be escorted by the TLC staff into a safe location. The children will proceed to the hallway near the TLC Jane Ryan room away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Middlebrook**

Should a weather emergency occur at Middlebrook, the children will be escorted by the TLC staff into a safe location. The children will proceed to the Middlebrook library away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Tashua**

Should a weather emergency occur at Tashua, the children will be escorted by the TLC staff into a safe location. The children will proceed to the Tashua Gymnasium away from windows and doors and will be supervised by at least two TLC staff who are at least 18 years of age until all children are picked up. Staff ratios will be maintained at all times, and at least one staff member who has been trained in First Aid will be available to administer first aid as needed until emergency personnel can arrive. A note will be posted to the door to alert parents of the location of their children and parents if safe to do so. If not, parents will be immediately notified of the location change once the immediate danger has passed.

### **Fire Emergency Procedures**

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. Immediately the group will walk to the designated areas away from the building, and line up to take a face to name attendance. The Site Director or person in charge will be responsible for taking the sign in/out sheets, first aid kit, medications, cell phone, and emergency contacts with them. Should it not be possible to return to the building, parents will be immediately notified for pick up. If the children need to be evacuated from the area, TLC will implement the Evacuation Procedure.

Designated Areas by Center:

Booth Hill: Playground  
Daniels Farm: Playground  
Frenchtown: Front Playground  
Jane Ryan: Playground  
Middlebrook: Blacktop/Basketball Courts  
Tashua: Grassy Area near Playground

### **Hazards**

TLC's priority is the safety of all the children and staff. TLC will follow all OEC licensing guidelines and will ensure a safe environment inside and outside for all children, families, and staff. Smoking and use of any type of vaping equipment on TLC grounds is strictly prohibited. Any type of hazard will be away from children which includes but not limited to, adult or staff personal backpacks, handbags, purses, and other items. All staff, volunteer, or visitor personal articles must be kept away and out of the children's reach.

Other hazards which include arts and crafts supplies, cleaning materials, etc. will also be kept away and out of the reach of the children. If the material is not in the original packaging, staff will label the packaging with the exact contents and dilutions used according to the manufacturer's instructions and for the intended purposes.

### **Man - Made Disasters or Terrorism**

In the case of man - made disasters and acts of terrorism. TLC will follow a tiered security approach. The situation and level of security will remain fluid and can be changed at any point depending on the severity of the risk.

In the event that there is a low level but increased risk of a man - made disaster or acts of terrorism, TLC will implement a Stay Put. A Stay Put is a type of security level used when there may be a medical emergency within the vicinity, and/or a disturbance or alert within the vicinity.

### **The STAY PUT" protocol is as follows:**

- Close and lock all doors, and pull down shades.
- Immediately report the knowledge of any activity in the area requiring a STAY PUT via walkie to all staff and announce a STAY PUT. The Site Director or AT1 will determine the next steps.

- If possible, children and staff who are outside, should enter through the closest door. If it is not possible to re - enter the building, the staff will re - locate the children to a safe space outside and will communicate their location to the other staff and TLC Administration via a phone call if possible.
- Assistant Teachers and Counselor Aides will immediately take face - to - name attendance and will immediately report any unaccounted for children and staff to the Site Director or Assistant Teacher I.
- Site Director or Assistant Teacher I will then immediately call TLC Administration to notify of the STAY PUT, the reason why, and how many children and staff are at the center.
- All emergency items will be gathered and ready in the event of an escalation in security protocols.
- Staff will reassure the children and keep them calm with quiet table top activities such as quiet board games, cards, coloring, etc.
- TLC staff will remain alert and will immediately report any unusual activity from both inside or outside if witnessed to proper authorities.
- TLC will continue with center operations in a STAY PUT with heightened security, until information has been received that the threat has been ceased, and the STAY PUT has been lifted.
- If the danger level escalates, TLC will immediately enforce a LOCK DOWN procedure.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

In the event that there is an imminent risk of danger, TLC will initiate a LOCK DOWN procedure immediately.

**The LOCK DOWN protocol is as follows:**

**TLC ROOM OR CLASSROOM**

- TLC staff will immediately close and lock all doors, pull down window and door shades, and shut off lights.
- The children will be gathered in the corner of the room out of sight and away from all windows and doors, if possible.
- Staff will try to keep all the children down on the ground, as low as possible, quiet, and calm.
- The Site Director or Assistant Teacher I will immediately call 911 and will report the incident and exactly where they are inside the building, including the room number, and exterior door number.
- Assistant Teachers will immediately take face - to - name attendance and will report any missing children or staff immediately.
- The Site Director or Assistant Teacher I will call the TLC Administration to notify the lockdown in progress and reason why.
- All emergency items will be gathered quietly and placed with the group.
- TLC Staff will not respond to knocks at the door, announcements, or any other methods of someone trying to get into the room. TLC Staff will remain calm and will encourage the children to also remain calm and ignore the behaviors. TLC Staff are trained to know emergency personnel or TLC Administration will use a key to open the door from the outside, and will not ask to be let in.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

**CAFETERIA**

- TLC staff will immediately close and lock all doors, pull down window and door shades, and shut off lights if possible.
- Move all children and staff into the nearest closet or room that can be locked. If there are no rooms available, the children will be gathered in the corner of the room out of sight and away from all windows and doors, if possible.
- Staff will try to keep all the children down on the ground, as low as possible, quiet, and calm.
- The Site Director or Assistant Teacher I will immediately call 911 and will report the incident and exactly where they are inside the building, including the room number, and exterior door number.
- Assistant Teachers will immediately take face - to - name attendance and will report any missing children or staff immediately.
- The Site Director or Assistant Teacher I will call the TLC Administration to notify the lockdown in progress and reason why.
- All emergency items will be gathered quietly and placed with the group.
- TLC Staff will not respond to knocks at the door, announcements, or any other methods of someone trying to get into the room. TLC Staff will remain calm and will encourage the children to also remain calm and ignore the behaviors. TLC Staff are trained to know emergency personnel or TLC Administration will use a key to open the door from the outside, and will not ask to be let in.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

#### GYMNASIUM

- TLC staff will immediately close and lock all doors, pull down window and door shades, and shut off lights if possible.
- Move all children and staff into the nearest closet or room that can be locked. If there are no rooms available, the children will be gathered in the corner of the room out of sight and away from all windows and doors, if possible.
- Staff will try to keep all the children down on the ground, as low as possible, quiet, and calm.
- The Site Director or Assistant Teacher I will immediately call 911 and will report the incident and exactly where they are inside the building, including the room number, and exterior door number.
- Assistant Teachers will immediately take face - to - name attendance and will report any missing children or staff immediately.
- The Site Director or Assistant Teacher I will call the TLC Administration to notify the lockdown in progress and reason why.
- All emergency items will be gathered quietly and placed with the group.
- TLC Staff will not respond to knocks at the door, announcements, or any other methods of someone trying to get into the room. TLC Staff will remain calm and will encourage the children to also remain calm and ignore the behaviors. TLC Staff are trained to know emergency personnel or TLC Administration will use a key to open the door from the outside, and will not ask to be let in.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

#### OUTSIDE/PLAYGROUND

- TLC will not move toward danger, if possible.
- TLC staff will move all children and staff to a safe area outside of the building or into the nearest entrance available and then will immediately follow a LOCK DOWN procedure inside based on the nearest room available.
- Staff will try to keep all the children down on the ground, as low as possible, quiet, and calm.

- The Site Director or Assistant Teacher I will immediately call 911 and will report the incident and exactly where they are inside the building, including the room number, and exterior door number.
- Assistant Teachers will immediately take face - to - name attendance and will report any missing children or staff immediately.
- The Site Director or Assistant Teacher I will call the TLC Administration to notify the lockdown in progress and reason why.
- All emergency items will be gathered quietly and placed with the group.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

Following a LOCK DOWN, the emergency personnel will direct TLC EVACUATION/RELOCATION if needed and if so, the EVACUATION/RELOCATION procedure will immediately go into effect.

If emergency personnel deem evacuation and relocation is not necessary, TLC will dismiss the children using a REUNIFICATION PROTOCOL.

### **Evacuation/Relocation**

Should an emergency evacuation or relocation be required, the bus company that is contracted by the Trumbull Public Schools will transport TLC staff and children to the assigned designated location. TLC will remain within group size and within ratio for the entire process, and will remain in OEC compliance for all staff requirements. TLC Administration will send out a Constant Contact with information to the parents about the situation with specific instructions. The Site Director or Assistant Teacher I will have the center cell phone/iPad available to answer any phone calls. Once the children have been transported to the designated relocation center, the reunification procedure will go into effect.

#### Designated Relocations

Booth Hill - Daniels Farm Cafeteria  
 Daniels Farm - Booth Hill Cafeteria  
 Frenchtown - Middlebrook Cafeteria  
 Jane Ryan - Tashua Cafeteria  
 Middlebrook - Jane Ryan Cafeteria  
 Tashua - Jane Ryan Cafeteria

### **Reunification**

Once the children are safe, and they are in the designated location to be reunified, the reunification process will take effect. The children will be staged in a designated location with at least two staff who are over the age of 18 until every child has been reunited with the parent, guardian, or designated pick up person. The Site Director or Assistant Teacher I will be posted at the parent entrance with TLC Administration. They will ID all parents, and have the parents complete a reunification sheet. There are blank reunification sheets in every emergency binder. The Site Director or Assistant Teacher I will then assign a Counselor Aide who will be the "runner" to walk the parent down to the reunification parent waiting area where they will retrieve their child. Once the child has been reunified, the parent and child will then exit through a designated exit. All administrative staff, Site Directors and/or Assistant Teacher I's will remain on location until every child has been reunified and dismissed.

### **Extreme Weather/Natural Disaster**

In the event of EXTREME WEATHER or a NATURAL DISASTER the following protocol will be followed:

- The Site Director or Assistant Teacher I will be responsible for gathering all emergency items.
- Children and staff will immediately enter the building if outside.
- Once inside, TLC staff will collect all emergency items and will instruct the children to gather all their belongings and line up quietly in the interior TLC doorway.

- Children and staff will then enter the hallway closest to the TLC room that is away from exterior doors and any windows that have been designated as an EXTREME WEATHER or a NATURAL DISASTER shelter.
  - Booth Hill: Hallway outside of gymnasium
  - Daniels Farm: Hallway between the TLC room and main office
  - Frenchtown: Hallway between main office and TLC room
  - Jane Ryan: Hallway outside of gymnasium
  - Middlebrook: Library
  - Tashua: Gymnasium
- Once all children and staff are safely in the hallway, they will sit against the walls and wait for further instructions.
- All doors and windows in the vicinity will be closed and the shades will be pulled down.
- The staff will continue to keep the children calm and quiet.
- Assistant Teachers will take face - to - name attendance and will immediately report any missing staff or children to the Site Director or Assistant Teacher I.
- The Site Director or Assistant Teacher I will immediately notify TLC Administration of the EXTREME WEATHER or a NATURAL DISASTER protocol in effect, how many children and staff, and where they are in the building.
- TLC Administration will notify parents via Constant Contact of the protocol in place and with further instructions based on the evolving situation. The center staff will utilize the center's cell phone iPad for communication with parents if possible.

Following an EXTREME WEATHER or a NATURAL DISASTER protocol the TLC Administration or the emergency personnel will direct TLC if the EVACUATION/RELOCATION if needed and if so, the EVACUATION/RELOCATION procedure will immediately go into effect.

If TLC Administration or the emergency personnel deem evacuation and relocation is not necessary, TLC will dismiss the children using a REUNIFICATION PROTOCOL.

### **Fire Emergency**

In the event of a fire, the staff will assist in evacuating from the building through the nearest fire exit. The TLC staff will be responsible for supervising the children under their care and leading them to the fire exit. The Site Director or Assistant Teacher I will grab the emergency items and the staff and children will immediately walk to the designated area from the building and will line up for the Assistant Teachers to take face - to - name attendance for staff and children. The Site Director or Assistant Teacher I will call 911. The Assistant Teachers will report the number of staff and children present to the Site Director or Assistant Teacher I. The Site Director or Assistant Teacher I will then report the incident, the number of staff and children, and the whereabouts of the evacuation to TLC Administration. Should it not be possible to return to the building, parents will be notified immediately by TLC Administration and/or the Site Director/Assistant Teacher I to pick up their children. If the children need to be evacuated from the area, TLC will implement the evacuation and reunification procedures.

#### Designated Areas:

Booth Hill - Playground  
 Daniels Farm - Playground  
 Frenchtown - Front Playground  
 Jane Ryan - Playground  
 Middlebrook - Black Top/Basketball Courts  
 Tashua - Grassy area near playground

## **FINANCIAL INFORMATION**

All financial information can be found on Child Pilot. Please note that any email communications from Finance will be directed to the Primary email address on your account and the cc: email, if applicable, specified in your family record.

You will receive a notification email within the first week of the month informing you that your account is ready for viewing. You will NOT receive a monthly statement. All financial information will be available to you via the billing link in Child Pilot including, invoices, payments, and registration/registration change information. You will be able to print invoices right from the Parent Portal for your records.

If you have any questions regarding financial activity on your account, please call the Finance Department at 203-452-9626 x1003 or email [finances@tlctrumbull.com](mailto:finances@tlctrumbull.com). All financial records are securely maintained at the Administration Office by the Finance Department staff. Please do not approach childcare staff at the TLC centers with questions regarding your account.

### **Payment Method**

TLC accepts Visa, MasterCard, Discover, and debit cards with a Visa or MasterCard logo, as well as American Express. eChecks (ach drafts from a checking account) can also be used as a form of payment. Log into the Parent Portal, which can be located on our website [www.tlctrumbull.com](http://www.tlctrumbull.com) to make payment on your account. Credit card payments cannot be accepted at any of the TLC Centers.

The Child Pilot system now allows you to schedule automatic payments. If you wish to do this, please complete the Payment Agreement form located under documents as well as enter your preferred payment method and click the autopay button listed next to that payment method, found by clicking on the Billing tab. Auto payments will be processed around the 5<sup>th</sup> of the month for regular monthly program fees. Auto payments for Drop In reservations and Sign Up Days will be processed the day after the requested reservation. Please note that is the parent's responsibility to ensure that Auto payments have gone through.

Payment of monthly fees may also be mailed to the TLC Administration Office. If you pay by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic debit to your checking account. This electronic debit will be for the amount indicated on your check. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### **Program Fees**

Monthly program fees are set based on fixed expenses such as facility charges, staffing needs, supplies, etc., needed for a 10-month school year. Therefore, the fees do not change based on the school days in a month, absences, snow days or other cancellations. The fee is payable monthly, September through May in equal amounts, and June is discounted 50%. The June discount is fixed regardless of school ending on schedule or being extended due to makeup days due to prior cancellation. Should school extend past the 15<sup>th</sup> of the month, there may be an additional fee incurred. If school begins in August, then a prorated monthly fee will be calculated. "Sign up" and "Drop In" day attendance will be billed in addition to the monthly fees the day after the date of your reservation request.

The monthly program fee is due on the first of every month. If we do not receive payment in full of the monthly Program Fee by the 15<sup>th</sup> of that month, a \$25 Late Payment Fee (Finance Charge) will be assessed. If the monthly fee plus the Late Payment Fee is not paid by the last day of the month, your child may be removed from the program at TLC's sole discretion. If the 15<sup>th</sup> falls on a weekend or Holiday, please make sure that the payment is received by the previous business day to avoid penalties.

A \$55 registration fee, per child, for each program year is required at time of registration. This fee is non-refundable.

Should TLC offer a Sign Up Day and you are enrolled for the day, you will be billed the following rates based on your current enrollment

Part Time (enrolled 2 or 3 days a week) - \$60

Full Time- (enrolled for 5 days a week) -\$60

Drop In Only - \$100

The fees will be applied to your account the day after the Sign Up or Drop In Day occurs.

**The Program Fees for TLC, for the current school year are listed below. Please note additional children will have a 15% discount on Monthly Program fees only**

TLC Monthly Program Fees				
Time Slot	5 days	3 days	2 days	
Before School	\$388	\$295	\$212	
After School	\$598	\$455	\$329	
Combined Discounted Rate	\$986	\$750	\$541	

#### **School Year Withdrawal**

If you withdraw from the program prior to the end of the school year, your last month's program fees will be prorated based on the actual number of days enrolled in the program. TLC requires two weeks' notice prior to withdrawal, during this time parents are financially responsible for the original program fee. **All withdrawal notifications must be received via Child Pilot by submitting a Withdrawal Form.** The program will offer the same two weeks' notice courtesy to parents if care for a child must be terminated for any reason. All requests to withdrawal will be processed on the 1<sup>st</sup> of the 15<sup>th</sup> of the month resulting in a 50% discount or credit to your account. Should the reason for immediate withdrawal from the program be an emergency, you must contact the office at that time to request a waiver of the two-week notice. Requests to withdraw for May 15<sup>th</sup> through the last day of school must be received by May 1<sup>st</sup>, 2026. You will be financially responsible for all remaining program fees for any requests received after this date.

#### **Summer Camp Withdrawal**

If your child attends TLC camp, all final requests to withdrawal need to be received via TLC Parent Portal by Friday, May 1, 2026. Please note that you will be financially responsible for all weeks and or days for which you originally enrolled your child or children made after May 1, 2026.

#### **Pre-Tax Child Care Deductions**

Many companies allow their employees to enroll in pre-tax deduction programs for childcare. You may print invoices off the Parent Portal. Payment dates and amounts are noted at the bottom of your invoices. You may also email any forms that require signatures to [finances@tlctrumbull.com](mailto:finances@tlctrumbull.com).

Tax statements can be viewed directly in your Child Pilot account by clicking on your billing tab.

#### **Federal Tax Identification Number**

The TLC Tax ID number is **22-2672925**. This number appears on your monthly invoice.

### **School Year Schedule Change**

If you anticipate a change in your child's school year schedule at TLC, we request a two-week notice for the schedule change. **These changes must be given to the TLC Administration Office via Child Pilot. You will need to submit a Schedule Change form to process your request.** For example, if you are requesting changes from part-time to full-time attendance, you must notify the TLC Administration Office to confirm availability two-weeks prior to when the change takes place.

The days that your child or children attend TLC cannot be changed without prior permission from the TLC Administration Office. For example, if you decide not to send your child on a Tuesday, you cannot send them on another day they are not usually scheduled to attend. If a child comes to TLC on a day they are not regularly scheduled, they will not be allowed to attend, and the child will be sent to the school office where the parent will be called to pick him or her up. Depending on when you request was received, the schedule change would be effective on the 1<sup>st</sup> or 15<sup>th</sup> of the month.

### **Camp Schedule Change**

If your child attends TLC Camp, all final camp schedule changes need to be received by Thursday, May 1, 2026. **After this date, please understand that you will be financially responsible for your camp program fees for all weeks and or days for which you have originally enrolled your child or children whether they attend or not, unless we are able to fill your spot.**

### **Returned Checks**

A penalty of \$36 will be assessed for any checks returned to TLC from the bank due to insufficient funds or closed accounts. It is our policy not to redeposit any returned checks, and we expect full payment in cash, credit/debit card, cashier's check or money order within 2 days of being notified of the returned check. Failure to do so may result in your child's removal from the program at TLC's discretion. If this occurs more than once, all future payments would be in the form of cash, credit/debit card, or money order.

### **Penalty Charges**

The following is a summary of all penalty charges assessed by Trumbull Loves Children, Inc.

<b>Description</b>	<b>Penalty</b>
Late Payment (Finance Charge)	\$25
Late Pick-up	\$30 every 15 minutes or part thereof for the first instance; \$40 every 15 minutes of part thereof for the second occurrence; \$50 every 15 minutes or part thereof for subsequent occurrences
Returned Check	\$36 per check
Failure to Sign-in/Sign-out	\$25 each occurrence after one warning
Failure to Notify Center of Absent Child	\$25 after each occurrence after one warning
Change of Schedule	\$10 for any changes after first change

### **Assistance Programs**

TLC has a Scholarship Fund, which may be available to assist eligible TLC families experiencing financial difficulties. The current program year application can be found on the TLC website. A completed application with all required documentation must be received in order to be considered.

## **PARENT AGREEMENTS**

- Parents and Guardians agree to let the Site Director know if your child is going to be absent for any reason.
- An adult must accompany your child to and from his/her TLC classroom everyday.
- Toys are not to be brought from home except otherwise specified.
- Any changes in address, phone number, employment, etc. must be done immediately in Child Pilot or by sending an email to [registration@tlctrumbull.com](mailto:registration@tlctrumbull.com).
- In case of inclement weather, please check your email, our website at [www.tlctrumbull.com](http://www.tlctrumbull.com), the news station WICC (AM 60), STAR (FM 99.9) or WEBE (FM 108). Television - WTNH/WCTX 59 Channel 8, WFSB Hartford Channel 3 or WVIT/NBC 30 Channel 30.

## **TLC BOARD OF DIRECTORS**

### **Board of Directors Meetings**

A volunteer Board of Directors runs TLC and meets once every month. Parents who wish to join the board should contact the Executive Director to confirm the meeting time and location. Board members are asked to participate in many aspects of TLC, and parent involvement is strongly encouraged. All parents are invited to attend the open session of a board meeting to express concerns or interest in the program. Please access the TLC website, [www.tlctrumbull.com](http://www.tlctrumbull.com), for dates and times of upcoming meetings.

Meetings are held at the TLC Administration Office, 720 Daniels Farm Rd. at 6:00 p.m. A list of meeting dates will be posted on our TLC website.

### **TLC Officers and Directors**

<b>Position</b>	<b>Name</b>
President	Mike Vacca
Vice President	Al Paolozzi
Treasurer	Ken Johnson
Secretary	Mike Mitchell
Director	Paul Takla
Director	Tiffany McCarthy
Director	Megan Judge
Director	Derek Heard
Director	Stephaney Carter- Morrison
Director	Sarah Monroe
Director	Stacey Hepburn-James

If you have a comment, suggestion or complaint that you feel you cannot take to the Site Director at your center, please contact the Executive Director at the TLC Administration Office at (203) 452-9626. If your problem is still not resolved to your satisfaction, you will be put in touch with the Board President.

## **TLC QUICK REFERENCE GUIDE from Parent's Handbook 2025-2026**

- Any questions or concerns regarding the TLC Program should be forwarded to the TLC Administration Office at 720 Daniels Farm Rd., Trumbull CT 06611 or you can phone us at (203) 452-9626; website: [www.tlcctrumbull.com](http://www.tlcctrumbull.com).
- You must re-register your child for every new program semester.
- When making any TLC schedule change (adding days, subtracting days, or withdrawing from program), you must do so through Child Pilot by submitting a change request form. We require a TWO-WEEK notice from time of requesting the schedule change, to implementing the change. Changes will be processed for either the 1<sup>st</sup> or 15<sup>th</sup> of the month depending on when the request is received.
- All withdrawal requests must be submitted, no less than 2 weeks in advance to the TLC Administration Office through Child Pilot by submitting a Withdrawal Request Form. Failure to follow this procedure will result in your account remaining open, and you will continue to be invoiced. Withdrawals will be processed on the 1<sup>st</sup> or 15<sup>th</sup> of the month depending on when they are received.
- **Unplanned Early Dismissal Policy** –When school dismisses early, children who regularly attend TLC Centers will be directed to go to TLC Centers as usual, but need to be picked up within **two hours of school closing.**
- Delayed Opening Policy – When the Board of Education announces a 90 minute delayed opening, the schools will not be open until 10:05 am. TLC will be open at 8:30 am, but only for those children who regularly attend the Before School time slot of TLC. All other TLC children must wait until the official school opening time of 10:05 am. **Drop-ins are not allowed on delayed openings. (Please note that due to staffing availability for the before school program on delayed openings, it may be possible where we are unable to open the center. You will receive notification if this should occur.)**
- **Planned Early Dismissal Policy\*** - When school is scheduled to be open for only a half a day, TLC will be open from the time school dismisses until 6:00 pm (i.e. elementary after school program will run from 1:00 to 6:00). Children will go to TLC as soon as school is dismissed. Unless notified, you will need to send a bag lunch with your child on half days. **There is no additional fee for planned early dismissal days. Drop-ins are not allowed on planned early dismissal days. (Please note that TLC will close at 4:00PM on the November 26, 2025 and December 23, 2025 early dismissal days.)**

# TRUMBULL SCHOOLS & TLC HOURS OF OPERATION

2025 – 2026

## TRUMBULL PUBLIC SCHOOLS

### Elementary School      Time

#### ***Regular Day***

Before School	---
School Hours	8:35 – 3:20
After School	---

#### ***Legal Day (planned early closing)***

Before School	---
School Hours	8:35 – 1:00
After School	---

#### ***Early Dismissal (unplanned)***

Before School	---
School Hours	8:35 – 1:00
After School	---
PM	

#### ***Delayed Opening (90 minutes)***

Before School	---
School Hours	10:05 – 3:20
After School	---

#### ***Delayed Opening (2 Hours)***

Before School	---
School Hours	10:05 – 3:20
After School	---

## TRUMBULL LOVES CHILDREN

### Elementary School      Time

#### ***Regular Day***

Before School	7:00 – 8:30
School Hours	8:35 – 3:20
After School	3:20 – 6:00

#### ***Legal Day (planned early closing)***

Before School	7:00 – 8:30
School Hours	8:35 – 1:00
After School	1:00 – 6:00

#### ***Early Dismissal (unplanned)***

Before School	7:00 – 8:30
School Hours	8:35 – 1:00
After School	1:00 – 3:00

#### ***Delayed Opening (90 minutes)***

Before School	8:30 – 10:00
School Hours	10:05 – 3:20
After School	3:20 – 6:00

#### ***Delayed Opening (2 Hours)***

Before School	9:00 – 10:30
School Hours	10:35 – 3:20
After School	3:20 – 6:00

