

KIDS TOWNE DAYCARE
DISCIPLINE POLICY

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

Positive guidance, Setting clear limits, and Redirection

As stated in our parent handbook, our center firmly believes in redirection. If redirection is not effective, we may possibly choose to ask the child to sit in a "time out" depending on the age and development of the child. If "time out" is given, the child will sit for no longer than 1 minute per year of their life, ex: if the child is 3 years old, they will sit for no longer than 3 minutes. "Time out" is given in the classroom and in clear site of the teacher at all times.

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

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

Staff will continuously supervise children during disciplinary actions.

The staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment, nor shall a child be physically restrained unless it is necessary to protect the safety and health of another child or others. This will only occur in the presence of a witness(es), and will be thoroughly documented by the director in our injury/incident reports logbook.

KIDS TOWNE DAYCARE
ABUSE AND NEGLECT POLICY

1. In our profession, all of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center. The definition of child abuse is a child who has had non-accidental physical injuries inflicted upon him, injuries which are at variance with the history given of them. A child who is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment. Also including:

- ❖ any non-accidental physical or mental injury (ex: shaking, beating, burning)
- ❖ neglect of a child (ex: failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- ❖ emotional abuse (ex: excessive belittling, berating, or teasing which impairs the child's psychological growth)
- ❖ at risk behavior (ex: placing a child in a situation which might endanger him by abuse or neglect)

The definition of child neglect is a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally. A child who is allowed to live under circumstances, conditions or associations injurious to his well being (CT statutes 46b-120).

2. Staff responsibilities:

As child care providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk within 12 hours of the incident occurring, by making a verbal report to DCF.

3. Specifics on reporting a suspected case of abuse or neglect

- ❖ Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- ❖ Call the Department of Public Health at 1-800-282-6063 or 1-800-439-0437 or 1-860-509-8045.
- ❖ The reporter's name is required, but may be kept confidential.
- ❖ Information needed:
 - i. Name, address, phone number of child
 - ii. Name, address, phone numbers of parents or guardians

- iii. Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect.
- iv. Exact description of what the reporter has observed.
- v. Time and date of incident
- vi. Information about previous injuries, if any
- vii. Circumstances under which reporter learned of abuse
- viii. Name of any person suspected of causing injury
- ix. Any information reporter believes would be helpful
- x. Any action taken to help or treat the child
- xi. Seek medical attention for the child if needed.

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF.

Staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

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

4. The management of this program supports a zero tolerance 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, once there is an allegation of abuse or neglect of a child in our program.

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

5. Staff training: Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting

suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.