

Policy Regarding Reporting Suspected Child Abuse or Neglect

It is the policy of _____ to provide each staff member, at the time of hiring, with a statement clearly defining child abuse and neglect. This statement also outlines each staff member's responsibility as a mandated reporter to immediately report all suspected incidents of abuse/neglect to the center Director and to the Department of Children and Families (DCF).

It is the policy of _____ to report any and all suspected or alleged incidents of child abuse/neglect to the Department of Early Education and Care (EEC) and to DCF immediately by phone, followed by a written report within 48 hours.

_____ will offer the full cooperation of the center and its staff during the investigation of the reported incident. In addition, the following steps will be taken:

Provider Signature: _____ Date: _____

Provider Address: _____

Policy and Procedures Regarding Institutional Child Abuse and Neglect

It is the policy of _____

(Provider name)

child abuse and neglect. This statement also outlines each staff member's responsibility as a mandated reporter to immediately report all suspected incidents of abuse/neglect to the center Director and to the Department of Children and Families. (DCF)

It is the policy of _____

(Provider name)

to report any and all suspected or alleged incidents of child abuse/neglect to the Department of Early Education and Care (EEC) and to DCF immediately by telephone, followed by a written report within 48 hours.

_____ will offer the full cooperation of

(Provider name)

the center and its staff during the investigation of the reported incident. In addition, the following steps will be taken:

1. Upon the notification of suspected abuse/neglect that involves a staff person at the center, the staff person is to be immediately suspended from all duties involving children, pending the results of the investigation as conducted by EEC and DCF.
2. Any staff person who has been determined by DSS to have been involved in an incident of abuse/neglect shall immediately be disciplined and may be terminated from employment.

(Definitions of child abuse and neglect and mandated reporter responsibilities that are distributed to staff shall be attached to this page.)

Program Name: _____

Administrative Address:

Phone: _____

Signature of Director: _____ Date _____

Policy Regarding Late Pick-Up of Children

_____ has established the
(Provider name)
following policy for parents/guardians that are late in picking up their children. The steps below are to be used to as listed:

1. The center closes at _____ p.m. If the child has not been picked up by closing time, a telephone call is made to the parent/guardian. If s/he cannot be reached at home/school/ work:
2. The emergency telephone numbers are called and if contact is made that person is requested to pick up the children. If there is no response, steps #1 and #2 will be repeated at _____ p.m. and again at _____ p.m.
3. If contact has not been made with the parent/guardian or emergency person by _____ p.m., the designated staff person will call _____ (the Department of Children and Families or the local police) and a report of the action will be placed in the child's file.

THE CHILD/REN WILL NEVER BE LEFT UNATTENDED.

The staff person responsible for staying with the child/ren is: _____

Name of Program: _____

Address: _____

_____ Phone: _____

Signature of Director: _____ Date: _____

Snow Day Policy

_____ has developed the following procedures for
(Provider name)
informing parents and persons interested in our school program.

1. The center will only close when there is a declared snow emergency and weather conditions are hazardous to the health and safety of the children.
2. If a snow emergency occurs on the weekend that creates a hazardous condition and the school is not able to open, all parents are notified by telephone not later than 6:00 a.m. on Monday and every day thereafter- until the weather permits the school re-open.
3. All parents are encouraged to listen to the radio station WBZ AM located at 1030 on the AM dial for the school announcements. The station will announce school closings every twenty minutes beginning at 5:30 a.m. There will be times when the school will be open but there will be no transportation due to hazardous road conditions. Parents are notified by telephone the same as stated above in item #2.

Snow Day Policy

_____ is always open for official state and
(Provider name)
federal holidays as posted at the center. In case of declared snow emergencies by the governor the center will close.

_____ does not close if the local public schools
(Provider name)
are closed due to weather.

When weather is inclement, "Snow Teams" of teaching staff are activated on a rotating basis. Teams of two teachers (four per day, total) will open and close the school. Parents are required to telephone the school to indicate to staff their plans for their child/ren that day. More staff will be available, per need.

If snow develops during the course of the school day parents are urged to arrive to pick up their child/ren as early as possible. Parents are expected to telephone the school if they will arrive early or late on such days.

Snow Day Policy

Unless you hear announcement on the radio our centers are always kept open. Most of you need day care to go to work. Most of you have jobs that do not close when it snows. This is why we keep our program open.

The following is our "Snow day policy". It tells you which radio station to listen to if you think that the weather is bad enough that we might close our programs.

Snow Day Policy

When public schools are closed due to inclement weather, _____
(Provider name)
will be open.

In the event that public transportation systems are severely hampered or impaired, the following media outlets will announce the closings:

W.H.D.H. (Radio), W.R.K.O (Radio), Channel 5 (TV), W.B.Z. (Radio and TV), and Spanish speaking radio station W.U.N.R.