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**Parent Handbook**

**Policies and Procedures**

*Early childhood education is the key to the betterment of society.*

 *~Maria Montessori*

**Children’s House of Montessori on Camp
Table of Contents**

[Welcome to Children’s House of Montessori on Camp 3](#_Toc139826525)

[Administrative Organization 4](#_Toc139826526)

[Preschool Philosophy 5](#_Toc139826527)

[Children’s House of Montessori Mission Statement 5](#_Toc139826528)

[Educational Program Description 6](#_Toc139826529)

[Family Involvement 7](#_Toc139826530)

[Operating Policies 8](#_Toc139826531)

[Late Pick Up Policy 11](#_Toc139826532)

[Health Care Policies 11](#_Toc139826533)

[Administration of Medications Policy 12](#_Toc139826534)

[Behavior Management Policy 12](#_Toc139826535)

[Emergency Plans 13](#_Toc139826536)

[Abuse and Neglect Prevention Policy 14](#_Toc139826537)

[General Information 18](#_Toc139826538)

# Welcome to Children’s House of Montessori on Camp

Welcome to Children’s House of Montessori on Camp, or “CHOM on Camp”, an authentic Montessori Preschool for children from 2.9 to 6 years old. We look forward to providing a stellar preschool and childcare experience for you and your child. We hope that you feel confident in your decision to join our preschool, and that you feel like family by the time your child grows beyond our walls.

Please make sure you are familiar with the contents of this handbook, and keep a copy of it for the duration of your child’s enrollment.

Thank you for choosing our program!

# Administrative Organization

Owner and Director Taylor Walsh 860-894-2889

**Consultants**

Educational Consultant Jill Bockmann 203-272-5893

Health Consultant Marie Burlette 860-301-4730

Social Services Consultant Christine O’Grady 860-840-8190

Dental Consultant Christopher Religa 860-613-0553

**Board of Advisors**

Alyssa Pershan

William Ball

Eileen Spalla

Jessica Stewart

Rev. Margaret Minnick

Marie Burlette

Sandra Senna

Timothy Burt

# Preschool Philosophy

Our program is based on the pedagogy of Dr. Maria Montessori, developed in 1907. Dr. Montessori observed that children learn best when they are free to move, free to choose their own work, and free to follow their interests. Montessori pedagogy gives children the freedom to explore and develop to their fullest potential while working with didactic materials, in groups and independently, within a prepared environment. The concept of respect—for self, others and the environment—guides the Montessori method. Every Montessori schoolroom is prepared to meet the developmental needs of the age group served within the environment. The 3–6-year-old child absorbs information from their environment with little effort. Therefore, our environment is very carefully prepared by the Guide (teacher) to allow each child to develop at their own pace, in their own way.

At Children’s House of Montessori on Camp, we focus on the development of the whole child, providing opportunities for him or her to develop life skills, make sense of their world, further develop their language, and learn a sense of numbers, as well as the development of social and emotional skills such as self-advocacy, compassion, empathy, resiliency, collaboration, and emotional regulation.

Children’s House of Montessori on Camp strives to provide an environment where each child and family feels safe, peaceful, and healthy. Therefore, we employ the tenants of Montessori’s philosophy of discipline which builds intrinsic motivation. Children are given freedom within limits. There are no rewards or punishments, but natural consequences. Teachers model respectful communication and assist children in identifying emotions and problem solving. Above all, we make time to observe and listen to each child to determine what they need most at sensitive moments.

An integral part of the Montessori environment is the multi-age, three-year cycle, in which younger children work alongside older children, each exploring materials according to his/her ability and interests. Older children set an example and inspire the younger children to try new activities. Younger children provide older children with an opportunity to teach, develop empathy, and lead at an early age. Each grows from their experiences with others. Each child is able to grow and be inspired by others.

# Children’s House of Montessori Mission Statement

At Children’s House of Montessori on Camp, we strive to assist the child’s natural internal development so that they continue to love learning throughout their life and grow to be well-developed, happy, independent adults with confidence to take on any of life’s challenges and rewards. We strive to support families as they hone their parenting skills, and collaborate with them to ensure their children’s needs are met at home and at school.

# Educational Program Description

Children’s House of Montessori on Camp is an early childhood program, based on Montessori pedagogy, that cares for children of mixed ages, 2.9 through 6 years old. We provide a solid three-hour block of time each morning for children to pursue their individual interests and to receive individual, small group, and/or large group lessons. We have daily gross motor opportunities, outdoors whenever possible. For children who stay the full day, we have a family style lunch with food that children bring from home and then a quiet, restful time for the youngest children, while the older children begin another three-hour cycle of concentration on work of their choice.

**Observation**

The first step in providing for the needs of the children is to observe them. We take time to not only see what they are doing, but to reflect on what is driving them, their human tendencies, their sensitive periods, to determine what needs they themselves are pursuing. Then we can assist them in meeting those needs.

**Child Adult Interactions**

At Children’s House of Montessori on Camp, the quality of the interactions between children and adults is a major factor in the tone of the overall environment. For the environment to be a pleasant and nurturing one, the interactions must reflect individuals’ respect for one another as well as developmentally appropriate expectations for children’s and adults’ behavior. The language that we choose, the tone that we use, our nonverbal cues, as well as our spoken and unspoken expectations all send strong messages to children, families, and co-workers. The following sections highlight important features in child-adult interactions.

**Talking with Children**

There are many ways to talk with children. At Children’s House of Montessori on Camp, we provide a verbal environment that is pleasant, stimulating, and lets children know that we value them. To accomplish this, we encourage children to tell us stories about their lives, we practice active listening, we ask relevant questions about their activities, and we use positive guidance techniques. The language that you choose in responding to children’s behavior determines the message children receive.

**Encouraging Independence**

We allow children to independently complete tasks that they are capable of. If assistance is needed, we provide the minimum amount necessary for the child to complete the task successfully.

**Accepting Diverse Emotions**

We understand children will express a diverse range of emotions. This is a typical developmental characteristic and should be expected and respected. It is our role to help children learn to identify their emotions, and to express their range of emotions appropriately. We encourage children to discuss what they are feeling, validate those feelings, and eventually to consider the feelings of others as well.

**Consistency**

It is not unusual for children to “test” new staff. Trusting relationships between children and adults are necessary before children should be expected to respect any individual adult’s authority. We work to develop a trusting relationship with children by setting clear boundaries – children are not free to choose activities that will harm themselves, another, or the environment – and being consistent with these boundaries.

**Daily Schedule**

Schedule is subject to change due to special events, weather considerations, etc.

7-8:50 Morning Extended Day (additional cost)

8:50-9 Arrival

9-12 Morning work cycle

11:50-12 Dismissal for morning only children

12-12:30 Gross motor time

12:30-1 Lunch

1-2 Quiet/Rest time for 3-year-olds

1-4 Afternoon work cycle for 4- and 5-year-olds

3:50-4 Dismissal for full day children

4-6 Afternoon Extended Day (additional cost)

# Family Involvement

CHOM on Camp aims to cultivate a balance between fostering the independence of the children and encouraging the involvement of families. Parents/guardians are asked to schedule work times with their children (see below) with the Director. CHOM on Camp maintains an open-door policy; parents/guardians may enter the school at any time.

**Family Events**

There are several events held throughout the year to provide opportunities for parents to get to know each other and for children to practice skills they have learned. Information about these events will be shared well in advance and posted on the parent board.

**Family/Guide Conferences**

Staff will be happy to greet you at pick up and drop off and exchange brief updates. We ask that you be mindful that they are still responsible for the children in their care. So, if you want an update on your child’s progress, or if you have critical information to be shared, we ask that you schedule an appointment with the Guide outside of classroom time.

**Parent Information Sessions**

The Director holds monthly meetings on subjects of interest to the parents of children in our care. Popular topics are “Montessori in the Home”, “Montessori on Discipline”, “Socialization”, “The Three-Year Cycle”, and “Growth and Development”. Dates and times will be posted on the parent board.

# Operating Policies

**Days and Hours of Operation**

CHOM on Camp is open Monday through Friday 7 am to 6 pm. We will be open Monday through Friday, from September through August. Please see the *Annual Calendar* for holiday closures. Our part-time program, only available for three-year-olds, runs from 9am until noon. Our full-time program runs from 9am until 4pm. Our extended day program is available for up to 10 hours per child but must be scheduled in advance.

**Admission**

Our program serves children ages 2.9 to 6 years old. We aim to build a classroom community with a balance of children by gender and age. The Director makes the final decisions regarding admission by taking into consideration several factors, including but not limited to gender, age, sibling preference, date of application. Our enrollment is available to all without regards to race, ethnicity, color, creed, religion, national origin, gender identity, nor family structure, nor will we tolerate any form of discrimination or bias within our program.

A $150 non-refundable, one time Registration Fee, along with an Enrollment Deposit equal to one months’ tuition is due upon application approval to hold the space for your child.

Thereafter, tuition payments are to be made monthly and are due on the 25th of the month prior to the month of care. If payment is not received by the 5th day of the month, a $20-per-day late fee will be added, starting on the 5th day, and your child may not return until payment is made in full.

**Enrollment**

Each child entering CHOM on Camp must have an updated physical form, signed and dated by his or her pediatrician, including current immunization documentation. Children must have their physicals updated yearly.

Families wishing to enroll a child in the program must complete an application form and submit it to the Director. Upon receipt of the completed application, the family will meet with the Director to review necessary paperwork, sign an enrollment contract, and to address any questions and/or concerns. The Director or Guide will give a tour of the facility.

**Required Forms and Child Records**

The following forms must be completed before a child can begin attending Children’s House of Montessori on Camp:

 - Enrollment Form

- Contractual Agreement

 - Health Assessment Record (completed and signed by child’s physician)

- Immunization documentation

- Alternate Persons Pick-up Authorization Form

 - Emergency Medical Treatment and Transportation Form

 - Policies and Procedures Acknowledgement

 - Medications Authorization Form (if needed)

Required forms must be submitted at least one week prior to the child’s first day. Records are kept on file in accordance with state law. The contents of each child’s file are confidential**.** No information contained in a child’s file will be released to an unauthorized person without the knowledge and written consent of the parents/guardian. At the written request of the parents, records can be forwarded to other childcare providers, school systems, physicians etc. Parents have the right to review the contents of their child’s record. However, the records are the personal property of Children’s House of Montessori on Camp. Full copies can be made upon request. A person giving consent or making requests for records MUST do so in writing and be the parent or legal guardian of the child.

**Parent Fee Determination Process**

All families will pay CHOM on Camp’s established rate of care unless the family is approved by Care4Kids. All families who qualify or may qualify for Care4Kids assistance must apply (please the CCAP Policy in this document). Families must pay the established rate of care until a certificate of assistance is received by the program.

**Touring the Program**

All incoming families are encouraged to meet with the program Director before the child’s first day. The program is open for children to visit prior to their first day as well. No child will be admitted to the program until proof of immunization and current Health Assessment Record have been approved by the Health Consultant and/or Director.

**Snacks and Meals**

A “snack” is a light meal containing two (2) food groups. A “meal” is the food served and eaten in one sitting containing the four (4) food groups.

The Program will provide morning and afternoon snacks, including 2% milk, 100% fruit juice, or water. Snack menus are posted on the parent board one week in advance. Midday meals must be provided by parents daily.

**Classroom Visitations by Parents**

Once a child has acclimated to the classroom, parents are invited to visit the classroom to observe their child during the morning work cycle, and later in the year to work with their child. Parents should feel free to request a time to visit and work with their child. Advance notice of parental visits is appreciated, as special events (such as birthday celebrations) may make a different day better for a visit. Visits should be scheduled through the office via phone or email. Please do not try to arrange a visit at pickup or drop off time. When visiting our classroom, we encourage visitors to allow their child to independently care for his/her belongings and materials, and to **observe the child, not direct him/her**. This will enable you to truly see your child in action in our environment. Please also know that children may behave differently when a parent or visitor is in the classroom. Please ask a teacher if you have any questions before, during, or after a visit.

CHOM on Camp is committed to incorporating and celebrating diversity in our program. One of the most important things we do in our work with children and families is to encourage the recognition and acceptance of each individual’s uniqueness. We encourage families to share various aspects of their cultural heritage as part of our program. Sharing family experiences helps to strengthen the link between a child’s home and school and encourages the acceptance of differences. If you have something you would like to share, please work with the Director to schedule a classroom visit for this purpose.

**Parents/Families/Guardians Responsibilities**

* Parents/Families/Guardians are to read all policies and notices from the Director or Program staff regarding events, reminders, and other information.
* Parents/Families/Guardians are to call or email if your child is going to be absent for any reason.
* Parents/Families/Guardians are to accompany your child into the building and sign them in and out each day.
* Parents/Families/Guardians are to leave at least 2 spare outfits in your child’s cubby labeled with their name. These should be updated seasonally.
* Parents/Families/Guardians are to provide a crib sized fitted sheet and blanket for their child for nap time. Sheets will be sent home weekly for cleaning. Blankets will be sent home monthly.
* Parents/Families/Guardians understand that toys or valuables are not to be brought from home. One soft item is allowed to remain with the nap items.
* Parents/Families/Guardians are to update the school immediately, in writing, with any changes in address, phone number, employment, etc.
* Parents/Families/Guardians are asked to keep the school informed about any significant home changes which may have an impact on their child’s routines, in order that we may collaborate to provide as much stability and support as possible.
* Parents/Families/Guardians are encouraged to create opportunities at home for children to have responsibilities, respect limits, and to dress themselves and toilet independently, to reinforce expectations at school.
* Parents/Families/Guardians are responsible to monitor weather alerts, and in case of inclement weather, tune in to WFSB for closings or delays.

# Late Pick Up Policy

If the child has not been picked up within 15 minutes of the child’s scheduled pick-up time, a staff person will attempt to call the child’s parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parents/family/guardians at the time of enrollment. The police will be called after 1 hour if parents or other adults specified on the permission to release forms cannot be reached. Two staff members will remain with the child until pickup occurs.

**The nonemergency number for our local police department is (860) 638-4000.**

# Health Care Policies

CHOM on Camp staff is dedicated to maintaining a healthy environment for children and staff. In order to do this, we ask that parents be aware of and respect the following guidelines as per CT State Licensing Regulations (19a-79-6a(b)(2):

Any child showing suspicious signs or symptoms of short-term contagious illness shall be placed in a designated isolation area with continual visual supervision by staff. The parent(s) or other authorized adult shall be called immediately to remove the child from the child day care center or group day care home.

**Hand Washing**

Hand washing has been identified as the number one way to prevent the spread of all communicable diseases. Children will be required to wash their hands (or will have them washed for them) upon arrival, after toileting, wiping their noses, before and after meals, and after messy/outdoor activities. Staff will also follow these practices to prevent the spread of disease and to model proper health practices for children.

**Disinfecting**

In addition to hand washing, a bleach and water solution is used throughout the Program after hours to disinfect materials and surfaces.

**Rashes, Diarrhea and/or Vomiting**

Unless otherwise noted by a physician in writing, all diarrhea (more than twice in one day), and vomiting and/or suspicious rashes are considered contagious and your child must be picked up from the Program within 1 hour of being contacted. If your doctor determines, in writing, that the cause is not contagious, your child may return to the the Program. A child must be free of vomiting and diarrhea for 24 hours before he/she can return to the Program.

**Fever**

If your child has a fever of 100.5 degrees or above you will be contacted to pick them up. The child’s temperature must be normal (without fever reducing medication) for 24 hours before they can return to the Program.

**Allergies**

It is not unusual for children with allergies to food to be enrolled at the Program. With food allergies, the Program staff will provide substitutes when necessary. A list is posted for Program staff which documents children and their food allergies. Parents should provide this information on the enrollment forms. Adjustments are made as necessary to ensure individual children can safely participate in the Program’s activities.

# Administration of Medications Policy

All CHOM on Camp staff members are trained in Infant/Child CPR, First Aid, and Administration of Medication, including injectables such as Epi-Pens.

Only non-prescription topical medications (lip medications, moisturizers) will be administrated at school without a doctor’s order. Parents must complete a parent authorization form for such medications. Topicals must be in original packages. Parents are asked to apply insect repellant and sun block before sending their child to school in the morning.

It is the responsibility of parents/family/guardians to provide all other medications, in the original container, with the appropriate “Administration of Medication Form” to the school when needed. Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent’s responsibility to ensure the medication administration form clearly states that it is for *licensed child care centers*. The form must be signed by the authorized prescriber *and* parent/guardian. Children with a prescription for an EpiPen must always keep an EpiPen at the Program.

The Program staff will keep accurate documentation of all medications administered.

# Behavior Management Policy

The goal of behavior management is to help the child self-regulate and develop self-control so that he or she may move toward appropriate social behavior.

Examples of developmentally appropriate methods utilized for resolving conflict are:

* **Positive guidance -** 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 wherever possible.

* **Setting clear limits -** Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
* **Redirection -** A child who may be aggressive or who is disruptive or destructive of other children’s work may be asked to make an activity choice in another area.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate

# Emergency Plans

**Medical:**

In 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, CHOM on Camp’s medical consultant will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child’s emergency permission form will be brought with them. A staff member will notify the family or alternate pickup person to meet the child at the emergency room. Additional staff will be called in as necessary to maintain required ratios.

In the event a child becomes ill while at the Program, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will remain with the child at all times.

**Fire:**

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to the circular drive at the top of Washington Street Extension, located adjacent to the playground, safely away from the building, and line up to take a name to face attendance. The Director or staff member in charge will be responsible for taking the sign in and out sheets, portable first aid kit, cell phone, and emergency files with them. Should it not be possible to return to the building, staff will begin to call parents and emergency contacts to pick up the children asap.

**Weather:**

On snow days, or during other hazardous weather emergencies, CHOM on Camp will remain open as much as possible. Parents will be notified via WFSB News Station and by telephone to pick up their children should we elect to close early. Ratios will be maintained at all times and two staff members will remain on the premises with the children until all are picked up. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. Parents will be notified after the immediate danger has passed.

**Evacuation:**

Advanced contact has been made with the Office of Early Childhood, who has added CHOM on Camp to their list for emergency notifications. In the event that the facility must be evacuated, the children will walk to the Wesley Inn across the street. Parents will be notified to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

# Abuse and Neglect Prevention Policy

1. **Definitions of Child Abuse and Neglect**
2. Child Abuse is a non-accidental injury to a child, which, regardless of motive, is inflicted or allowed to be inflicted by the person responsible for the child's care.
	1. Child Abuse includes:
		1. Any injury which is at variance with the history given
		2. Maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.
	2. Examples of Child Abuse include:
		1. Physical Abuse (e.g. head injuries, lacerations, bruises, internal injuries, blistering, burns, broken bones, death)
		2. Sexual Abuse (e.g. rape, exploitation, fondling, penetration)
		3. Emotional Abuse (i.e. negative acts or statements made to modify the child and having observable and substantial impairment of the child’s well-being.)
3. Child Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.
	1. Child Neglect includes:
		1. Abandonment
		2. Denial of proper care and attention physically, educationally, emotionally, or morally
		3. Permitted to live under conditions, circumstances, or associations injurious to his well-being
		4. Abuse
	2. Example of Child Neglect include:
		1. Physical neglect (i.e., failure to provide adequate food, shelter, developmentally appropriate supervision, etc.)
		2. Emotional and moral neglect (i.e., to failure to provide attention emotionally or morally)
		3. Medical neglect (i.e., failure to seek, obtain and/or maintain services necessary for health care)
4. **Practices for recruiting, training, and supervising staff**

*The prevention of child abuse and neglect is of special concern to us, as we are advocates of children and responsible for the growth and development of children in our program. All our staff has a responsibility to prevent child abuse and neglect.* ***As childcare providers, we are mandated by law to report any suspicion that a child is abused, neglected or at risk.*** *Therefore, the following practices will be adhered to:*

1. Recruitment of Staff and Volunteers: Reference checks will be conducted for all new potential staff and volunteers prior to employment.
	1. Reference checks will include Release of Information from Department of Families and Children, and Fingerprint checks with the Department of Public Health.
	2. Written references of potential employees/volunteers will be checked orally, via telephone.
	3. Records of these reference checks will be kept on file.
2. All staff will receive a copy of this policy handbook and be required to sign an accompanying statement indicating that the policy has been read.
3. All staff will be trained on the steps for reporting suspected abuse and neglect, and the role of mandated reporter before starting work in the classroom.
4. Staff will be required to attend an annual staff meeting to review steps for mandated reporting.

***C.* Code of Conduct for all Staff and Volunteers:**

1. Children will be always supervised.
2. Physical punishment or failure to provide basic necessities of care, including food, will at no time be considered appropriate discipline procedures.
3. Verbal or emotional abuse of children will not be tolerated.
4. CHOM on Camp supports a zero tolerance for abuse or neglectand will implement immediate action should there be an allegation that a staff member abused or neglected a child.
	1. The administration will protect the child once an allegation of abuse or neglect of a child is made in our school. Family members or guardians will be notified immediately.
	2. Any staff member accused of abuse or neglect will be removed from his or her position until a DCF investigation is completed. Based on the decision by DCF, the employee will either be dismissed or allowed to return to work.

**D. Procedures for reporting suspected abuse or neglect**

1. Call DCF Information and Referral Services via the Careline at 1-800-842-2288.
2. When making a report, a mandated reporter is required to provide the following information, if known:
	* The names and addresses of the child and his parents or other person responsible for his care.
	* The age of the child.
	* The gender of the child.
	* The nature and extent of the child's injury or injuries, maltreatment, or neglect.
	* The approximate date and time the injury or injuries, maltreatment or neglect occurred.
	* Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings.
	* The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter.
	* The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment, or neglect.
	* The reasons such person or persons are suspected of causing such injury or injuries, maltreatment, or neglect.
	* Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment, or neglect of a child.
	* Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (PA 11-93 §15). b. DCF is required to tape record all reports to the Careline.
3. How to Report:Staff members must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency **within 12 hours of suspecting that a child has been abused or neglected** and must submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report.
	1. Staff member must provide written notification to the Director of CHOM on Camp when a report has been filed.
	2. DCF is required to tape record all reports to the Careline.
	3. Police must report to DCF immediately upon receipt of any oral report of abuse or neglect.
	4. Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.
4. **Anonymity**

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

1. a DCF employee
2. a law enforcement officer
3. an appropriate state's attorney
4. an appropriate assistant attorney general
5. a judge and all necessary parties in a court proceeding
6. a state childcare licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

Staff is protected by law from discrimination or retaliation for reporting suspect abused or neglect (CT General Statutes Section 46b-120).

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

**E. Responsibilities to Families and Guardians:**

1. All parents/guardians shall be given a copy of this child abuse and neglect policy upon enrollment and are asked to sign an accompanying statement as proof that the policy has been read.
2. Staff members are under no legal obligation to inform parentsthat they have made a report to DCF about their child. In cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation. At CHOM on Camp, the Director will immediately inform the family or guardians once a report has been made to DCF.
3. However, depending on the circumstances, communication with families may be necessary and beneficial. For example,
	1. When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility must notify the child’s parent or other person responsible for the child’s care that a report has been made. It is DCF’s responsibility to notify the head of such school, facility, or institution that a report has been made.
	2. Health care professionals may need to talk with parents to assess the cause of the child’s injury(ies). Mental health professionals or members of the clergy may want to talk with the parents to offer support and guidance.