

**USCGA CHILD DEVELOPMENT CENTER  
IDA LEWIS HALL  
16 FARNSWORTH ST  
NEW LONDON CT 06320**

**PROGRAM PHILOSOPHY AND GOALS**

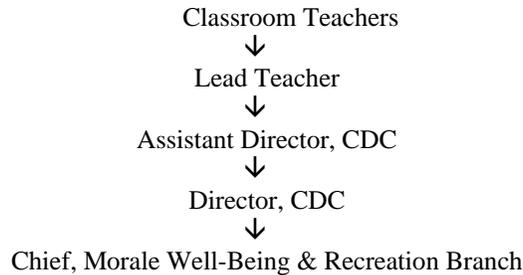
The U.S.C.G.A Child Development Center’s philosophy is that every child will be respected and accepted for his or her individuality. We believe that learning is developmental and will occur naturally in an environment that encourages and accepts the growth of each child. We believe that children learn about their world through exposure to many experiences, their exploration in creative play, and the development of positive self-esteem and interpersonal relationships.

The Child Development Center’s goals are to promote creativity, independence, and individuality. To achieve this goal, we encourage each child to develop a positive self-concept, and healthy social relationships with their peers. We provide a safe and caring environment where children feel free to express themselves and explore new situations. We provide appropriate play experiences that contribute to the developmental needs of the child. We foster the development of the physical, social, emotional, and cognitive skills of each child.

**ADMINISTRATIVE AUTHORITY**

The Child Development Center operates under policy guidance from the Commandant of the U.S. Coast Guard and is a function of the Personnel and Administrative Division. The CDC is an important quality of life factor for eligible families.

If a concern arises, parents should speak to the staff member with whom the concern exists. If the concern is not resolved to everyone’s satisfaction, it should be addressed using the chain of command as indicated below.



**Eligibility:** All Coast Guard Child Development Centers accept dependant children of Coast Guard military personnel, CG civilian employees and CG contracted employees, other military personnel, other Federal employees living or working at or near the unit, and the members of the community who are employed by Connecticut College. Our waiting list is maintained under the guidance of the Commandant as determined by the following status of the parent:

1. Single parents, whether active duty Coast Guard or civilian Coast Guard and Department of Homeland Security employees.
2. Active duty Coast Guard, CG civilian employees and DHS civilian employees.
3. Active duty DOD parents.
4. Civilian parents employed by DOD or other Federal agencies.
5. DHS contractors
6. Connecticut College Families

## PROGRAM OBJECTIVES



The Child Development Center is a nationally accredited program with the National Association for the Education of Young Children. The program provides quality childcare and early education experiences for young children. Programs at the CDC are designed to provide a positive, loving atmosphere and experiences that promote the growth of the whole child: physically, socially, emotionally, and intellectually. We offer a full-time program for children ages six weeks through five years. Full-time children have first priority for enrollment. While we strive to meet the needs of every child and family, we realize that group care in our facility may not be able to meet every child's needs. If this is the case, the Director will try to help the family find appropriate alternative care.

The following developmental activities are offered in our program on a regular basis. They are designed to suit the age and abilities of each child and the group.

- ◆ Block play, dramatic play, and large motor activities all develop large motor coordination, cooperative play, imaginative play, and creativity.
- ◆ Creative art and music develop self-expression, motor control, imaginative play, and creativity.
- ◆ Language arts, math, and science activities develop observation skills, language development, listening and communication skills, oral and written language, spatial relations, exploration, curiosity, and sensory awareness.
- ◆ Small motor activities develop problem solving skills, a perception of size, shape color, and relationships to other objects, eye-hand coordination, sorting, grouping, the understanding of cause and effect, and small muscle development.

Our curriculum is created upon recommendations from the National Association for the Education of Young Children, Developmentally Appropriate Practice, the State of Connecticut Benchmarks and Curriculum, and the Ages and Stages Questionnaire. The curriculum is developed by the teachers and approved by the Assistant Director. If you have questions regarding curriculum, please speak to your child's teacher. Our program is designed to meet the needs of the whole child. We will not compromise recommended developmentally appropriate practices for young children.

Children with special developmental, educational, or physical needs will be admitted to the CDC, if they can be properly cared for and educated within the Center's programs. Prior to admission a team will review each case. This team will be comprised of the CDC Director, the Nurse Consultant and the Special Needs Coordinator. Other professionals in the community may be consulted with the parents' permission. Both the building and the play yard are handicap accessible.

### SAMPLE DAILY SCHEDULES:

#### Preschool:

- 7:00-8:30 Open centers, table top activities
- 8:30-9:00 Breakfast
- 9:00-9:15 Circle time (weather, calendar, songs)
- 9:15-10:15 Gross motor activities (outdoor play)
- 10:15-11:45 Activity time (daily projects, centers)
- 11:45-12:00 Clean-up and lunch preparation
- 12:00-12:30 Lunch
- 12:30-12:45 Nap preparation and story

12:45-2:30 Nap/rest time  
2:30-3:20 Limited free play  
3:20-3:35 Snack  
3:35-5:30 Gross motor activities (outdoor play) and/or table activities

**Toddler:**

7:00-8:30 Table top activities, Free Play  
8:30-9:00 Breakfast  
9:00-11:30 Group time, clean-up  
Gross motor activities (outdoor play)  
Sensory Activities, Theme related activities  
11:30-12:00 Lunch  
12:00-12:15 Clean-up, teeth brushing  
12:15-3:00 Nap/rest time, quiet activities upon waking, toileting  
3:00-3:30 Snack  
3:30-4:30 Gross motor activities (outdoor play)  
4:30-5:30 Free play, Table top activities

## **PROGRAMS AND SERVICES**

The Child Development Center offers childcare and early childhood education for children ages six weeks to five years.

### **Full-time Program**

Full-time care and education services are available for all age groups from 7:00 a.m. to 5:30 p.m. each weekday. (Part-time care is only offered on a case-by-case basis, when space allows.)

### **The Infant Program**

The infant program accommodates 16 infants from ages six weeks to approximately fourteen/fifteen months with a group size of eight. There is at least a 1:4 teacher to child ratio at all times. Each infant is assigned a primary caregiver who is mainly responsible for that child's care. Activities are age and developmentally appropriate and designed to meet the individual needs of each child. Parents and teachers keep a daily schedule so that everyone is aware of how the child's day was and how the child's eating, sleeping, and elimination habits were.

### **The Toddler Program**

The toddler program accommodates 40 children between the ages of fourteen months and three years. There is a 1:5 teacher to child ratio with group sizes of no more than 10 children. The program provides a balance between a toddler's conflicting need for security and independence. The children are offered a variety of early learning opportunities including sensory activities and plenty of opportunities to climb, run, crawl and move. The teachers allow the children to make simple choices and do tasks for themselves.

### **The Preschool Program:**

The preschool program accommodates up to 40 children between the ages of 3 and 5 years. There is at least a 1:10 teacher to child ratio with group sizes of no more than 20 children. Each classroom offers a well-planned early childhood education program. The teachers prepare an environment that provides stimulating and challenging activities including many opportunities for social learning.

### **Occasional Care:**

Occasional care to eligible children is offered in certain emergency situations, if the program is able to accommodate the child and maintain the established ratios. The date must be pre-arranged and the required registration paperwork must be submitted.

### **The Food Program**

Our food program consists of a breakfast, lunch, and an afternoon snack. The menu is carefully planned according to State Department of Education Child Nutrition Program guidelines and USDA standards. The menu is posted on a monthly basis. Our program receives partial reimbursement for meals, so it is imperative that parents complete all the appropriate food forms upon registration. Infants are eligible and included in the food program to include a small selection of infant formula and infant food. If your child requires special formula or infant food a waiver form will be provided, and the parent must supply this child's daily requirements. The infant staff will work cooperatively with the parents to individualize the infants eating pattern. The CDC will not serve food to an infant that does not follow the Infant food program guidelines recommended by the National Association of American Pediatrics and the USDA. More detailed information will be provided during infant parents' registration process.

All children enrolled must participate in the food program. Any child present during food service times will be served. Children arriving after mealtimes will not be served. If there are special dietary considerations, parents must discuss these with the Director. If your child requires a special diet or has an allergy restriction, you must have a physician complete the required medical statement form. These forms are available in the office. Any child requiring a mealtime variation must have this physician's statement on file before menu changes can be made.

Meal times are as follows:

Breakfast	8:30 a.m.
Lunch	11:30 a.m.-12:00 p.m.
Afternoon Snack	3:15 p.m.

Because the CDC participates in the USDA Food Program, parents will be asked to complete a yearly income sheet.

**PLEASE DO NOT BRING FOOD FROM HOME TO THE CENTER. WE HAVE CHILDREN WITH SEVERE FOOD ALLERGIES.** Food from home may be brought in for special occasions such as birthday parties, but must be pre-approved by the classroom teacher.

### **REGISTRATION PROCEDURES**

In order to enroll a child at the Child Development Center, a parent or guardian must visit the CDC to discuss our program. If there are no openings in the child's age group, the child will be placed on the waiting list. Openings are filled according to the priority placement list. Once a family is offered a placement at the center, the registration fee and security deposit are required to reserve the space. It is helpful for the child to visit the classroom at least once before his/her first day. This makes parent, child, and staff more comfortable with the new situation. Transitions can be hard for children. We recommend the parents ask staff for help with this situation and refer to some of the recommended reading material that is available in the Parent Library.

Several forms must be completed before the child attends our program. A registration packet is given to parents on their first visit to the Center. The packet includes:

- ◆ a Child Development Center registration form
- ◆ a General Health Record
- ◆ a Medical consent authorization
- ◆ a Household Income worksheet which must be accompanied by a LES and/or pay stubs
- ◆ a food program Income Eligibility Application
- ◆ a photograph, field trip and sunscreen application permission slip
- ◆ a Parent Handbook agreement
- ◆ a Parent understanding form

Additionally, teachers may ask for further information to help them get to know your child.

## REGISTRATION FEES

A non-refundable \$20.00 registration fee is due for each child enrolled at the CDC. This fee is due as soon as parents decide to enroll their child(ren). Additionally, one week's tuition is due to reserve your child's space. This is called a security deposit and will be used as tuition for your child's last week at the Center. Another week's tuition is due on the child's first day. No space is reserved and enrollment is not official until the registration fee and security deposit have been paid. Neither is refundable once paid.

## FEES

Tuition is based on a sliding scale according to total household income. Total household income is defined as all earned income including wages, salaries, tips, long-term disability benefits received by a family, pay for service in a combat zone, or anything else of value, even if not taxable, that was received for providing services. Quarter allowances and basic allowances for subsistence received by military personnel and the value of meals and lodging furnished in kind to military personnel residing on military bases are included. All other earned income, which would be reported on your annual 1040, is also included. Standard BAH charts are used to include the in-kind housing allowance. Monies that are not included are alimony and child support, temporary duty allowances or reimbursements for educational purposes, workers compensation, or unemployment benefits.

Parents must provide current LES and/or pay stubs at the time of registration to verify total household income. If parents do not wish to provide income information, they will be charged tuition from Category VI. Every April, all families must submit a copy of their 1040 tax form to verify income.

**Parents are required to report any changes in income during the year. If it is determined that a parent did not notify the CDC of an increase in income, back charges will be assessed.**

## TUITION

Weekly tuition is due no later than Monday morning for that week. Checks are the preferred method of payment and should be made payable to MWR. Payments can be given to office personnel or placed in the tuition box on the wall near the office. Cash payments should be given directly to a staff member in the main office. Receipts are given for all cash transactions, or upon request. A statement of year to date payments is also available upon request. Checks returned to the MWR Office for non-payment are subject to a \$25.00 returned check fee and reimbursement of those funds, including any accrued late fees, must be made no later than 5 days of receiving notice.

**Payment is required for services whether your child is present or not. In accordance with Coast Guard Commandant Instruction M1745.15 we are unable to deduct fees for illness, vacation, holidays or emergency closures of the Academy (event or weather related).**

## LATE PAYMENTS

A late fee of \$20.00 will be assessed to any account not paid by close of business each Wednesday. If your account is not current by Friday you will be required to make a payment prior to leaving your child at the Center the following Monday morning. If you are unable to make a payment, please notify the Director or Assistant Director immediately to schedule a meeting to discuss continuation of services, repayment and possible payment options. Failure to comply with this policy could result in terminating services to your child/children.

Please be mindful that termination of services does not negate the obligation to pay for care already received, therefore it is important to resolve any late payment issues as soon as possible. If full payment is not received within 5 days of termination, a letter of indebtedness will be sent to the sponsor's Commanding Officer and, if necessary, additional administrative actions will be taken to ensure collection of outstanding fees.

## **RETURNED CHECKS**

All checks returned to the CDC from a bank for non-payment will be assessed a charge of \$25.00 plus the amount of the check. After two returned checks, parents will be required to pay cash for all services. Upon notification, customers will be expected to reimburse the Center within 5 days for the uncollected funds.

## **LATE PICK-UP**

The Child Development Center closes promptly at 5:30 p.m. A late fee of \$15.00 is charged for each quarter hour or portion thereof for children remaining after 5:30 p.m. This policy is strictly enforced and fees must be paid within three days of the offense. If the fee is not paid promptly, the account will be considered in arrears and subject to additional penalty. Any parent, who is consistently late, over three offenses, may have their child withdrawn from the Center. Late fees are used to cover the high cost of paying at least two staff overtime. The key here is to have someone who can pick-up in case of emergencies.

If a child is not picked up after 5 minutes and there has been no call from the parent or pick-up person, staff will attempt to track down a parent or emergency contact. If the child has not been picked up after one hour and no phone contact has been made, the staff will contact the Academy police and the New London police. If the police fail to contact the parent, then the Department of Children and Families will be notified.

## **WITHDRAWING YOUR CHILD**

You must give a **two-week written notice** to the office when withdrawing your child from the CDC. This will give us time to fill your child's spot. There are many families on the waiting list that require advance notice. Failure to give notice will result in the loss of the last week's tuition that was paid upon admission.

## **MEDICAL INFORMATION**

### **PHYSICALS**

All children entering the CDC must have a current physical and immunizations. A list of required immunizations is on the physical form. All children at the CDC must have a physical every year. Parents must keep the Center informed as their child receives immunizations.

### **MEDICATIONS**

Please notify the teachers if your child is taking medicine of any kind. This is important information in the case of a medical emergency. No employee at the Child Development Center is allowed to administer medication of any kind. The parent is encouraged to arrange a time to come to the CDC to give the medicine to their child. Please check with your doctor for instructions on the appropriate method for dispensing medications. **To ensure the safety of children in our care, please do not leave medications of any kind, including over the counter medications, in your child's diaper bag or bag.**

## ILLNESS POLICY

When children are brought into a group setting, the spread of illness is a common problem. Proper precautions to avoid the spread of disease, along with immunization requirements and annual health evaluations, are necessary to protect the health of the children and the staff in the Center. The CDC can only care for well children. Children will not be admitted to the CDC if their presence will endanger the health of other. We realize that our illness policies are difficult for working parents however, these policies are in place to protect us all, including your child. Parents should have a back-up system of childcare for children aren't well enough to participate in the program activities that are a part of our day-to-day routine.

A daily health assessment is given to each child upon arrival at the Center. The child may be sent home if any symptoms of illness are apparent upon arrival or appear during the day. In such cases, the child may be isolated from the other children and the parents will be notified. When parents cannot be reached, the emergency contact will be notified. Failure to pick up the child within one hour after being notified may result in additional charges to your account to cover the expenses incurred by the Center for providing one-on-one care for a sick child.

A child must stay home or will be sent home if he/she:

- ◆ Has a disease that is highly communicable.
- ◆ Does not feel well enough to participate in program activities and outdoor play.
- ◆ Has a fever over 100.8 degrees auxiliary
- ◆ Has had an antibiotic prescribed and it has been administered for less than 24 hours.
- ◆ Has a persistent cough, diarrhea, or vomiting.
- ◆ Has strep throat, mumps, scarlet fever, impetigo, chicken pox, measles, head lice, thrush, conjunctivitis (pinkeye), or any other contagious disease.
- ◆ An unidentified rash. In this instance, a doctor's note will be requested prior to the child being allowed back in the Center. If the doctor determines that the child is not contagious, the child may return to the Center immediately.

**If a child is sent home ill, she/he must be kept home at least 24 hours for evaluation. The CDC reserves the right to request written permission from the child's physician for the child to return to the Center. The CDC Director also reserves the right to enact a temporary exclusion policy as directed by Coast Guard medical personnel in certain cases.**

The basic question is: Can the child participate with reasonable comfort and receive adequate, appropriate care without interfering with the care of or posing a threat to the other children?

Please notify the CDC at once if your child has a communicable disease. Illnesses such as chicken pox can be very dangerous to some children. Please notify the Director if your child has been exposed.

## SERIOUS ILLNESS OR ACCIDENT DURING OPERATION HOURS

In the event of a serious illness or injury occurring at the CDC, the Director and Assistant Director are authorized to have the child taken to the Coast Guard Academy Medical Clinic by Coast Guard ambulance or to Lawrence and Memorial Hospital. Medical personnel will make the determination. We will make every attempt to contact the parents using home, work, and emergency phone numbers. **Please make sure you leave an accurate emergency phone number on the daily sign-in sheet.** It is also important to update your registration information when any of your phone numbers or work sites change. The Medical Consent Authorization Form is taken to the hospital. This form is found in the registration packet and required upon admittance to the CDC.

## **EMERGENCY PROCEDURES**

Emergency and evacuation procedures are posted in all classrooms to facilitate quick action in the event of an emergency. Sign-in sheets are kept at the front desk and in each room. These are used by staff members and emergency personnel when verifying the presence of each child in an emergency situation or fire drill. **Signing-in daily is important for the safety of your child.**

All children and staff participate in monthly fire drills. The staff is trained in first aid, infant and child CPR, and in the use of fire extinguishers. The staff also receives training in Blood borne Pathogens and the safe handling of bodily fluids.

In the event of an actual emergency at the CDC, appropriate action will be taken to ensure your child's safety. If evacuation is necessary, children and staff will gather at the north end of the parking lot. If we are unable to return to the building, children will be transported to Leamy Hall. Parents will be notified immediately to pick their children up at Leamy Hall.

In the event of an emergency requiring us to evacuate beyond the New London area, the CDC will follow the New London Special Need Evacuation Plan, which may relocate to Windham High School. If this happens, you will be instructed to meet your child in Willimantic, CT.

## **DAILY ATTENDANCE**

All children attending the CDC must be signed in and out each day in two places. Upon entering the building, parents sign children in at the office. This provides the fire marshal with a head count of all children in the building. The parent then signs in the child in the classroom. Once the child is signed in, in the classroom, the teacher assumes responsibility for the child. When the parent signs the child out, they assume responsibility for the child. Parents must carefully supervise their children when arriving and departing the CDC and are expected to enforce all CDC rules while on the premises. Children may not enter or leave the building and/or classroom without a parent, or be left unsupervised in the parking lot. Due to the volume of vehicle traffic in our parking area, please hold your child's hand while in the parking area. All unattended vehicles must be turned off while parked in the CDC parking lot.

If your child is going to be absent or later than his/her scheduled arrival time, please call the office. This enables the staff to plan accordingly. There are no reductions in fees for partial days or absences.

## **DISCIPLINE POLICY**

Discipline at the CDC is designed to give positive guidance, utilize redirection, and set clear behavior limits. We will assist the child in the development of self-control, self-respect, and the consideration for the right and property of others. When a child acts inappropriately, the following steps will be taken based on the age of the child.

- ◆ The child will be redirected.
- ◆ The child will be given a warning and reminded of the classroom rules.
- ◆ The child will be given a space away from the other children to relax and gain control of their emotions.
- ◆ In situations where the child may hurt him/herself or someone else, the child will be held on a staff member's lap until he/she has control of his/her body.

Parents are expected to follow and respect our discipline policies while on our premises.

Unacceptable discipline procedures, which will result in immediate dismissal of staff, include:

- ◆ Any form of physical punishment.

- ◆ Abusing a child.
- ◆ Humiliating a child.
- ◆ Withholding food from a child.
- ◆ Placing a child in a confined space.
- ◆ Punishing a child for a lapse in toilet training.

## **TRANSITION TO CHILDCARE**

There is often an adjustment period for a child who is new to our program. The teachers will work with the new family to aid in this adjustment. Prolonged crying causes anxiety for the affected child, the other children in the group, and the staff. If a child cries for an extended period of time, the parent will be called to the Center. The parent may reassure the child or remove the child from the Center for the day. If the child does not adjust to the group setting within a reasonable amount of time, the child will be withdrawn from the Center. Parents will be referred to other resources in the community.

We reserve the right to a period of two weeks upon admitting a child to the CDC. If after two weeks the teachers and the Director do not feel we can offer appropriate services for your child, the child will be withdrawn.

## **BEHAVIOR**

Occasionally a child is unable to adjust to a group care experience. If a child behaves uncontrollably or continually hurts other children or staff, parents will be notified immediately. An action plan will be developed by the Asst. Director, the teacher and the parent(s) to try to correct the situation.. The program expectations will define the desired behavior goals appropriate for the age of the child. The level of risk the behavior creates and the age of the child will govern the length of acceptable allowance for this plan. When necessary, we will make every attempt to offer professional help and refer parents to other resources in the community. If we are still unable to control the child or feel that other children are at risk, the child will be withdrawn from the Center with reasonable notice when possible.

## **BITING**

Biting is an upsetting behavior that can result from feelings of frustration, overstimulation, anger, hunger, and pain related to teething. It is not an unusual behavior for infants and toddlers. Often, children use biting as a way to get their needs met because they do not have more appropriate methods of communicating what they want and because biting gets a strong response from others. Whatever the reason for the biting, this behavior evokes strong emotions from all those involved, including the child who bites, the "victim," the parents of both children, and the teachers. We will make every attempt to work with both the child and the parents to correct the behavior. If a bite breaks the skin, the parents of both children will be contacted. For the safety of others, if the biting is persistent, the CDC may be forced to withdraw the child until the behavior is corrected.

## **PARENT/TEACHER CONFERENCES**

The CDC will offer parent/teacher conferences at least once a year. Parents will be notified in advance of the opportunity to meet with their child's teacher. If there are concerns or questions, additional conferences can be scheduled at the request of the teacher or parent.

## **NAP/REST TIME**

There is a daily rest time for all children attending the CDC on a full day basis. If you child does not nap, she/he must rest quietly on a cot during this time. Nap/rest time helps children gather energy for afternoon activities.

## **BIRTHDAYS**

Parents are welcome to celebrate their child's birthday at the Center. It is important to notify your child's teacher in advance so they can help you plan appropriately for the party.

## **RELEASE OF A CHILD**

To protect our children, no child will be released from the CDC on their own, to another child, or to another person other than the parent or legal guardian without written consent from the parent or legal guardian. If the person picking up your child is unknown to the teachers, he/she should be prepared to show picture identification. Please notify the front desk and your child's teacher if someone different is picking up your child. Names of persons authorized to pick up your child can be listed on the registration form. Names may be added or deleted at any time.

## **IMPAIRED DRIVER**

If a parent, legal guardian, or person assigned to pick up a child seems to be under the influence of something that would cause them to have poor motor control, to be disoriented, or to have slurred speech, the Director or Assistant Director will contact the other parent or emergency contact to pick up the child. If the parent insists on removing the child from the Center, the Director or Assistant Director will contact the local police.

## **WEATHER CLOSURES**

If the Superintendent decides to close the Academy due to inclement weather the Child Development Center will close also. Depending on the severity of the weather, the Academy may close for the day, delay opening, or close early. The decision is based on the conditions of the roads and highway, conditions on base, and the safety of the employees and their children. Our policy is to contact parents as soon as we are made aware of a closing. If we are unable to reach the parents, the emergency contact will be called, and children must be picked up within one hour of notification.

All weather related closings are announced on the radio and local television stations. CDC closings or delays are listed under the U.S.C.G. Academy. You may also call the Academy Storm Hotline at 860 701-6110 for closure announcements. The following radio/TV stations will post closing information:

- ◆ WTYD FM 101.9/AM 1510
- ◆ WCTY FM 97.7/WICH AM 1310
- ◆ WSUB FM Q105/
- ◆ WVVE FM 102.3
- ◆ WDRC FM 102.9/AM 103
- ◆ WVIT TV Channel 30
- ◆ WTNH TV Channel 8

## **WALKING FIELD TRIPS**

The only field trips taken from the CDC are walking field trips to the Academy and around the neighborhood. A permission form is included in the registration packet. Any child in attendance that does not have permission to go off site will be left with a staff member while his/her group takes a walk.

## **PARENT INVOLVEMENT**

High quality early childhood programs establish close ties with the families in its programs and provide meaningful opportunities for parental involvement in the program. The Child Development Center strives to give parents these opportunities through a variety of methods.

### **PARENT/TEACHER ASSOCIATION**

The goal of the Parent/Teacher Association is to create a relationship of mutual assistance and cooperation. The Association promotes the welfare of the children attending the Coast Guard Academy Child Development Center by providing progressively better educational and childcare opportunities for all. The Association is comprised of the Center Director and any person interested in the objectives of the CGA Child Development Center Parent/Teacher Association including parents and a CDC teacher. The meetings are held at least quarterly either in the evening, late afternoon or during lunch. Everyone is encouraged to participate.

Throughout the year, parent workshops will be presented on a variety of topics that interest parents. If you have any suggestion, please give them to the Parent/Teacher Association.

### **PARENT VISITS**

Parents are encouraged to visit the Center at any time. If you would like to join your child for lunch, please let us know in the morning so our cook can plan accordingly. The fee for lunch is \$1.00 and parents will be served what is posted on the menu along with the children.

Please remember that sometimes separation in the middle of the day is hard for some children. Our experience has been that most children adjust to their parents coming and going at work site centers and soon do not experience separation anxiety. If your child does cry when you leave, it will usually only last a few minutes. If you do not want to risk upsetting your child, you are welcome to watch through the one-way observation windows.

Parents are also welcome to share a special talent, hobby, or custom with the children. They love to cook with adults, learn about musical instruments, or learn about traditions around the world. Special gear or job related activities are also favorites. Please let us know what your talents are!

## **COMMUNICATION**

Communication is important in fostering a relationship of understanding and cooperation between families and the CDC. Newsletters, bulletin boards, and other written communication are used for this purpose. Please check your child's cubbie every day for letters and art work. It is also important to spend a few moments each day talking with your child's teachers. Please keep in mind that the children are our staff's primary responsibility, so they may not always be able to give you undivided attention. Parents are welcome to call during the day. If questions or concerns arise, feel free to schedule an appointment with your child's teacher, the Assistant Director, or the Director.

## **CHILD ABUSE AND NEGLECT**

The Child Development Center strives to provide quality child development services for parents and their children. Staff at the CDC are carefully selected, through extensive interviews with the Director, Assistant Director, and/or the teachers. All candidates are made aware that we are knowledgeable about child abuse and that it is not tolerated at the Center. References are checked and a state police check is done before staff work in the classroom. Further, a National Agency check is performed in 50 states for charges of abuse and neglect.

Abuse and/or neglect of a child by a staff member are grounds for immediate termination. Any case of suspected abuse or neglect at the CDC would be reported to parents, the State of Connecticut Department of Children and Families, the Chief, Personnel and Administration, U.S.C.G.A, and the Family Programs Administration.

**All staff members at the CDC are mandated reporters.** This means that by law, we are required to report any suspected cases of abuse or neglect of a child to the State of Connecticut Department of Children and Families. This agency is responsible for investigating each report. It is our legal responsibility to report, not to prove, suspected cases of abuse or neglect. It is our belief that it is better to be cautious and miscall a case than to remain quiet and have a child suffer abuse and neglect. An additional report would be made to the Chief of Personnel and Administration at the Coast Guard Academy. According to Connecticut State law, any physical punishment that leaves a mark is abusive and punishable by law.

No parent may treat any child or staff member in an abusive or offensive manner on the CDC premises. No physical punishment is allowed in our Center or on this property. If, in the opinion of CDC management, anyone acts in such a manner, his or her child may be removed from the Center.

## **WHAT TO BRING WITH YOU FROM HOME**

The following is a list of items that should be brought from home. These items may include, diapers, wipes, a change of clothes, and a soft toy and/or blanket to sleep with at naptime. We request that children do not bring toys from home to school. The CDC is not responsible for any lost or damaged items, and there is always a concern that the special toy may get lost or broken. Books from home are welcome any time. Please label any items brought from home. This includes all clothing, bedding, books, or soft toys. All bedding from home must be taken home and cleaned every weekend. Bedding left here without being cleaned beyond one week cannot be used until it is cleaned.

### **THE INFANT PROGRAM**

Parents are to furnish:

- ◆ disposable diapers
- ◆ wipes
- ◆ several changes of clothing
- ◆ bibs
- ◆ pacifier if needed

- ◆ a special blanket
- ◆ sunscreen

In accordance with Coast Guard regulations all children must use disposable diapers while in our care, and all bottles must be plastic.

### **THE TODDLER PROGRAM**

Parents are to furnish:

- ◆ disposable diapers
- ◆ wipes
- ◆ many pairs of training pants, when needed
- ◆ a full set of extra clothes
- ◆ extra shoes and socks
- ◆ a favorite soft toy or blanket for nap time
- ◆ warm coat, hat, mittens, snow pants and boots
- ◆ sunscreen

Remember, except in extreme weather conditions, we go outside everyday.

### **THE PRESCHOOL PROGRAM**

Parents are to furnish:

- ◆ an extra set of clothes, including shirt, shoes, sock, pants
- ◆ several extra pairs of underwear
- ◆ sunscreen
- ◆ disposable diapers or training pants, if needed
- ◆ a warm coat, hat mittens, snow pants, and boots
- ◆ a favorite soft toy or blanket for nap time

Remember, except in extreme weather conditions, we go outside every day.

WE ARE PLEASE TO HAVE YOU AND YOUR CHILDREN WITH US AT THE CDC!