



Rocio Learning Development Center

OUR PHILOSOPHY

Rocio Learning Development Center is a childcare program that offers preschool care for 6 weeks to 5 and before and after school care for ages 6 years to 12 years that provides high-quality childcare in a loving, safe, and stimulating environment that enriches the children during their crucial years of development.

We believe that learning takes place primarily through exploratory activities and discovery. We provide a child-centered environment with a wide range of materials and developmentally appropriate activities, which allow your child to create, manipulate, explore, and discover according to their interests.

Each child is valued and recognized as a unique individual with a large capacity for growth and development.

Through both group and individual activities, your child is encouraged to develop socially, emotionally, cognitively, and physically at his or her own pace.

Our philosophy also incorporates open communication between the parent and provider which builds the trust needed for a successful relationship.

Rocio Learning Development Center Policies and Procedures Handbook

Operating Policy:

PARENT-TEACHER RELATIONSHIPS

We at Rocio Learning Development Center will try to accommodate the children in order to best facilitate new skills and spend their day in a safe and nurturing environment. We also encourage parental involvement. Rocio Learning Development Center maintains an open-door policy. Parents are always welcome. Drop-in visits are more than welcome and parents can feel free to arrange conferences at any time. We feel that open lines of communication and lots of parental involvement are essential to the well-being and development of each child in our care. It is only through the interaction of parent and provider that the goal of quality and nurturing care can be



achieved. Keeping parents informed of the activities at our center is important to us. Your child will be sent home with a daily note telling what they did for the day, and periodic newsletters will also be available to keep you informed of upcoming events.

ENROLLMENT:

Enrollment at Rocio Learning Development Center is open to children from 6 weeks to 5 years for the preschool program and 6 years to 12 years of age for the before and after school program. Enrollment shall be granted without regard to the child's race, color, creed, religion, national origin, gender, or disability; and without regard to parents or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Upon enrollment, parents/guardians must fully complete, initial, and sign the enrollment form. The enrollment form should include the hours that the children will attend. In addition, staff members will be scheduled according to this form so parents must request a change in hours if necessary, in writing at least two weeks in advance.

We will also need to collect a two-week tuition deposit. This deposit is held until the family gives a 30-day notice in writing and will be applied to their final weeks of service. Also upon enrollment, parents will be asked to complete a Family Questionnaire. This is optional but recommended. The information will be used to ensure the best experience for your children. Throughout the course of the year, you may also be asked to complete other surveys that the Center will use to improve the quality of care.

At the time of enrollment, we require the following:

- \$50 non-refundable enrollment fee..
- Two weeks refundable deposit with the signed contract.
- Each child entering Rocio Learning Development Center must have had an updated physical form, signed and dated by their pediatrician, which includes the child's date of birth. All children's physicals must be updated yearly and immunization records must be maintained for State of Connecticut requirements.
- Our registration packet completed and signed, including accurate emergency contact numbers



The emergency contact information should be kept current at all time

TUITION:

- Tuition payments are weekly. Weekly payments are due Friday morning for the following week of care. A \$5 late fee will be applied per day, after 5 days the child may not return to Rocio Learning Development Center until payment is made in full. An additional charge of \$35.00 will be assessed for all returned checks. After (2) returned checks, a money order, cashier's check or cash will be required for all further payments.
- The Tuition schedule will not be altered for sick days or voluntary non-attendance (i.e. family vacations). All holidays have been calculated in advance and do not have any effect on the weekly tuition rate.

It's the parent's responsibility to pay the full tuition whether or not the child is in attendance

Timely payments are essential for continued enrollment; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. The Director must approve all alternate payment arrangements in advance. Rocio Learning Development Center **offers a multiple-child discount when two or more siblings are enrolled during the same time.** We do accept Care4Kids.

Preschool rate: \$285.00 per week

Toddler rate: \$320.00

Before and After School rate: \$120 per week

LATE FEES:

Rocio Learning Development Center is open Monday through Friday from 6:30 am to 5:30 pm, additionally, All children need to be removed from the program area at this time, Staff does not get paid overtime therefore if parents/guardians pick up their child late they will incur to \$1.00 late pickup fee per minute. A least two staff members will remain with the child until the parent/guardian picks up the child

The fine must be paid the same day or by the end of the week.



THE DAYCARE CLOCK IS CONSIDERED TO BE CORRECT. WE DO UNDERSTAND THAT TRUE EMERGENCIES HAPPEN. WE DO NOT UNDERSTAND WHEN PARENTS/GUARDIANS ABUSE DAYCARE PRIVILEGES

BOUNCED CHECK FEES:

If a tuition fee check bounces a \$35 fee will be charged. If the bounced check causes other Rocio Learning Development Center checks to bounce the parent/guardian will be responsible for all bank fees. Fees will have to be paid before the child can return to the daycare

HOLIDAY CLOSING:

Rocio Learning Development Center will be closed for the following holidays:

- New Year's Day
- Martin Luther King Jr.
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day



In addition to the holiday day closures, if a holiday falls on a Tuesday, Rocio Learning Development Center will also be closed on the Monday before the Holiday, and if a Holiday falls on a Thursday, Rocio Learning Development Center will also be closed on the day after the Holiday.

VACATIONS:

- Rocio Learning Development Center will also be closed for **One week** each calendar year, a week between Christmas and New Year's (National Holidays are not included as part of vacation). The parents will receive advanced notice of these dates.
- At all times when **Rocio Learning Development Center** is closed it is the parent's responsibility to find alternative childcare.

INCLEMENT WEATHER

- Rocio Learning Development Center will follow the Naugatuck Public School closings for inclement weather. Please tune to channel 8 news for information on weather closings unless message received from Rocio Learning Development Center. The parent is responsible for normal weekly tuition in the event of any closures.
- In the event of an early closing due to weather, the daycare staff will contact the parent; the staff will remain with the children until all have been picked up safely.

PROVISIONAL ENROLLMENT

We do not have a provisional enrollment period at Rocio Learning Development Center.

RESPONSIBILITY OF PARENTS:

PARENTS SHOULD ALWAYS CALL AND LET A TEACHER KNOW IF YOUR CHILD WILL BE ABSENT FOR ANY REASON

- Parents should supply Rocio Learning Development Center with 2 change of clothes. Please make sure the clothing is seasonable appropriate. All clothing should be labeled in a ziplock bag.
- Pull-ups (diapers); staff will advise parents when the child is running low.
- Wipes are required when you bring in new Pull-ups (diapers).



- Bottles (labeled)/ Sippy cups (labeled).
- Healthy Lunch and two Snacks
- Bedding (fitted crib sheet), Optional (Blanket)

PERSONAL ITEMS:

- All bedding and Blankets will be sent home on a weekly basis for laundering. Please make sure all bedding is brought back the following Monday
- All personal items should be labeled. This includes all coats, hats, and gloves
- Rocio Learning Development Center not responsible for any lost, damaged or stolen personal property

DROP OFF AND PICK-UP POLICY

- The parent or legal guardian of the child will sign in the daily enrollment sheet upon arrival and upon dismissal for the day. The child's belongings will be organized and ready at pick up.
- If the individual picking up the child is not recognized by the staff, a photo identification will be required before the release of the child. The photo ID will be matched to the registration authorization provided by the parent on the registration form. No child will be released to any individual who is not formally included on the registration information and without identification to verify identity.
- Once a child is signed out, the parent/or authorized individual is responsible for supervising their child while on Rocio Learning Development Center premises. The parent may not allow a child to wander through other classrooms and/or playground
- The parent can call Rocio Learning Development Center any time of the day to check in on their child, either by phone or text.
- At least two staff members will remain with the child until the parent/guardian picks up the child.



LATE PICKUP POLICY

Two staff members a least 18 years old or older will remain at the program with the child at all times. If a child has not been picked up within fifteen minutes of our closing time, a staff person will attempt to call the child's parents/guardian using the numbers provided. If they can't be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour if parents or other adults specified on the permission release forms cannot be reached. At that time the child may be released to the police.

MEALS AND SNACKS:

- Parents are responsible for providing their child with breakfast, lunch, and two snacks (am and pm) to be served. All food must be labeled with your child's name in a lunch bag or lunch box. **Each Lunch bag MUST also have an ice pack.** (For School age kids only one snack is required during School season).
- Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) or allergies
- All food must be prepared and labeled each day the child is in attendance.
- Rocio Learning Development Center will supply all bowls, plates, cup and utensils for the children. Please label any special items brought from home with your child's name to prevent loss.
- Rocio Learning Development Center and staff will focus on developing healthy, well-balanced eating habits. Please provide a full, healthy lunch for your child each day they are in attendance.
- Rocio Learning Development Center is a nut free facility

EDUCATIONAL PLAN:

Rocio Learning Development Center daily program includes:

- Flexible schedule
- Meet and enhance the individual needs of diverse children



- 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 development
- Creative experiences which allow children the opportunity to develop and express their own feelings and ideas in all parts of the program, including but not limited to:
 1. Arts and media
 2. Dramatic play
 3. Music
 4. Story time
 5. Motor activity
 6. Child and teacher initiated activities
 7. Exploration and discovery
 8. Individual and small group activities
 9. Rest, sleep or quiet activities

SPECIAL EVENTS:

Rocio Learning Development Center hosts many special events throughout the year. Such events include: Birthday parties, Holiday parties and a Graduation party.

We also take children on field trips within walking distances of the facility. These trips only occur during reasonable climate conditions.

Permission slips will be provided and must be signed and returned to the facility beforehand. A child will not be able to attend a fieldtrip unless given written permission by a parent or guardian

Staff must account for all children before leaving, throughout the trip, and upon their return. On any fieldtrip, staff members must carry a cell phone along with all children's medical and contact information, and a first aid kit.



POTTY TRAINING:

Rocio Learning Development Center will assist parents with potty training once it has started at home. Parents are responsible for pull-ups (diapers) and wipes until the child has mastered the skill at daycare.

STAFF PERSONNEL:

Our staff at Rocio Learning Development Center: Director, Head Teacher, teacher assistant, and professional consultants. All staff members have completed the requirements of the Office of Early Childhood in Connecticut. In addition, the staff has several years of experience in this particular field. All staff will continue to complete coursework and participate in workshops and lectures in order to further their knowledge.

***Staff is certified in CPR and administration of First Aid**

Rocio Learning Development Center also provides access to services including, Social Service Consultant, Educational Consultant, Health Consultant and Dental Consultant.

All consultants will be available for annually reviewing our policies, and reviewing our in-service educational program. They will be available for advice and consultation regarding any issues or concerns that should arise by telecommunication and in person.

Our health consultant will be visiting Rocio Learning Development Center:

- To observe children's health and development
- To review the health records of children and staff
- To address any concerns

If any other concerns should arise please speak to a staff member and it will be addressed with one of our consultants.



SUPERVISION PLAN:

At no time shall a child be left unsupervised.

- A staff child ratio of no more than four children per staff for children under three and no more than ten children per staff for children three and up. (This includes indoor, outdoor and nap time).
- At no time should group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even when ratios are being observed.
- Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.
- When a child goes inside to use the restroom, a staff member is designated to accompany them. Children are never allowed to travel from outside to inside by themselves.
- Children are carefully watched while at play or during an activity within the building, include bathroom use, playground or on field trips.
- When a child uses the bathroom adequate staff will always be present while maintaining ratio.

OUTDOOR SUPERVISION PLAN

Staff will assist children with gathering their coats and jackets if need it.

Staff will line children up and prepare to exit the program

Staff will take a headcount of all children that will go outside

Staff will strap children to walking rope.

Staff will make sure clipboard and outdoor first aid bag is in hand along with an emergency cellphone.

Staff will escort children to the playground, one staff member will lead the class and another staff member will monitor the end of the line.



Woodchip Policy

A CPR certified staff will always be outside with the children and will always carry a cellphone. In the event of an emergency staff will contact 911 because playground mulch and any other item (woodchips, small rocks, etc) that is under an inch and a quarter (1 1/4").

Staff will always supervise children at all times.

OUTDOOR SUPERVISION PLAN FOR UNDER 3

All of the procedures above apply and in addition to that,

- Staff will place outdoor orange cones up around the only slide equipment that is not appropriate for children under 3 (Tall yellow slide), to create a barrier and prevent children to get on the slide.
- Staff members will maintain constant supervision to not allow children to be in that specific slide.
- Staff will always supervise children at all times.

INDOOR SUPERVISION PLAN FOR TODDLER ROOM

- A ratio of no more than four children per staff will always be kept maintained along with a group size not bigger than 8 children in the toddler room. (This includes indoor, outdoor and nap time)
- The children in the toddler room will be supervised by sight and sound at all times.



DISCIPLINE POLICY:

The protection and wellbeing of all children enrolled in our daycare program is extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. Our guidance is preventative and not punishing. Our teachers set limits, which are developmentally appropriate, enforce them consistently and serve as role models. All appropriate behavior is encouraged and praised, and courtesy and respect for others is molded.

- The use of positive guidance
- Redirection
- Setting clear limits
- Continuous supervision by staff during disciplinary action
- Specifically prohibiting abuse, neglect, physical corporal, humiliating or frightening treatment or punishment
- Prohibiting physical restraint unless such restraint is necessary to protect the health and safety of the child or other people
- Managing a child's behavior using techniques based on developmentally appropriate practice
The goal of discipline is to help the child develop inner controls so that they can move towards appropriate social behavior. Methods for resolving conflicts are:
- Positive guidance
- Setting clear limits
- Redirection

If disciplinary actions are needed, we help the child put their feelings into words and we encourage them to talk it out with the other child if possible.

A child who may be overly aggressive or is repeatedly destructive of others children's work may be asked to make an activity choice in another area if talking things out does not work.

Staff will continuously supervise children during disciplinary actions



Staff will never be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adults.

ILLNESS POLICY:

In general, a child with a mild illness such as a cold, running nose, cough or a treated ear infection may remain in child care if the child is well enough to participate in the daily activities and if the child does not require one to one care.

Rocio Learning Development Center believes in open and honest communication between the parents and staff with regards to any health issues of the individual child and health concerns of the group setting. All staff is properly trained in CPR and Connecticut Child Care First Aid. A nurse consultant will visit Rocio Learning Development Center weekly to maintain and review all health records, her weekly visits allow Rocio Learning Development Center an opportunity to use her expertise to address any areas of concern, issues of health or safety and to educate the staff regarding specific needs. In addition she is available for consultation at any time.

There are times we ask a child to stay home or will be sent home if any of the following:

- A child with a temperature of 101 or higher.
- A child has a serious or contagious illness and or infection
- Diarrhea – A child experiencing two frequent stools.
- Unidentifiable rash.
- Excessive crankiness or irritability.
- Head lice or eggs

Any child who is ill at Rocio Learning Development Center will be separated from the group setting and stay with a staff member in an isolation area until the child can safely leave the daycare. We ask that you pick up your child promptly. If there is any reason we cannot make contact with the parents, we will make contact with the emergency contacts as listed on the registration form so that a timely departure can be assured for the best interest of the child and the group. **In order for a child to return he/she should be fever free for 24 hours.**



Please remember that the childcare setting serves the needs of children within a group setting. The health of all the children depends upon the cooperation of all parents with regards to the sick policy.

The following is a list of illnesses that require treatment. Any child having any of these illnesses will not be allowed back to the daycare until treatment is given and/or a release is provided by the child's pediatrician stating he/she is safe/able to return to the daycare. If the following illnesses are detected at Rocio Learning Development Center the child will be sent home.

Chicken Pox – The child must remain out while actively developing blisters. The child may returned after all pox have crusted over (usually 7 days)

- Impetigo – The child may return 24 hours after treatment has begun
- Conjunctivitis (pink eye) – The child may return 24 hours after treatment has begun
- Head Lice – The child may return once lice free
- Strep Throat/Scarlet Fever – The child may return 24 hours after antibiotics have begun and is fever free
- Hand/Foot/Mouth Disease – A child with signs or symptoms indicative of the disease must remain out of the daycare during the active “blister” phase
- Undiagnosed Rash – A child may return once seen by his/her pediatrician with a release.

MEDICATION POLICIES:

Rocio Learning Development Center will administer non-prescription medications, diapering creams, and sunscreen. All ointments and creams must be brought in their original containers and labeled with child's name. Rocio Learning Development Center will only administer these topical medications with the proper paperwork filled out by the parents, which will be provided upon request.

ADMINISTRATION OF MEDICATIONS:

Rocio Learning Development Center will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and Emergency oral medications (ie: Benadryl) with



parent's consent. An authorization form, **which must be signed by doctor and parent**, is available at Rocio Learning Development Center.

The form includes information such as:

A care plan by the doctor

The child's name, address and birthdate

The drug name

The prescribed dosage

The method of administration

The time to be administered

The side effects

The prescriber's name and address

All medications must be in their original container and clearly labeled with child's name and directions for use. All medication including epi-pens must have a pharmacy label on the medication.

Except for non-prescription medications and prefilled injectables, (ie: epi-pens) all medication will be stored in a locked container and if directed by a manufacturer refrigerated. The center will keep accurate documentation of all medications administered. included in the documentation are:

- The date and time that the medication was administered
- The dose was administered
- The signature of the staff administering
- Any comments.

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of medication by a nurse or consultant. This training is renewed every



three years. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer medications.

PLAN FOR CONSULTING

Rocio Learning Development Center also provides access to services including, Social Service Consultant and Educational Consultant.

All consultants will be available for annually reviewing our policies, and reviewing our in-service educational program. They will be available for advice and consultation regarding the program by telecommunication and in person.

They will consult with administration and staff members about specific problems.

They will act as a resource person to staff and parents.

They will document the activities and observations required in a consultation log that is kept on file at the facility for two years.

Our health consultant will be visiting our center in accordance to regulations, site visits shall be made during business hours when the children are present at the facility to:

- To observe children's general health and development
- To review the health records of children and staff
- Review content, storage, and plan maintenance of first aid kit.
- observing the outdoor and indoor environment for health and safety
- observing diaper changing and toileting areas and diaper changing, toileting and hand washing procedures.
- Reviewing the policies, procedures and required documentation for the administration of medications including petitions for special medication.
- Assisting in the review of individual care plans, as needed.

To address any concern

Child Abuse and Neglect Hot Line 1-800-842-2288 or D.C.F. and D.P.H



EMERGENCY PLAN:

Minor cuts and abrasions suffered while at the center will receive proper care. Specifically, they will be washed with soap and warm water and properly bandaged.

Medical: In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will contact the family of the child. Attempts will be made to consult with the child's health care provider. If neither is available, the programs 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. Staff is not permitted to put a child in their own vehicle. Another staff member will notify the family or alternative pick up person to meet the child at the Emergency Room. Additional staff will be called in to maintain ratio.

In an event a child becomes ill at daycare, parent/guardian will be notified and will be asked to come and pick up the child. The child must be picked up immediately if the child is vomiting, has more than 2 loose stools, and if the child has a fever over 101. Staff has the discretion to contact the parent/guardian if there is any concern on the part of the daycare. The state requires that a child must be fever-free for a 24 hour period before returning to daycare. A doctor's note will be required if the child is out sick for more than four days.

Fire: In case of a fire evacuation from the building it 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. The attendance book will be on the way out. The group will walk safely away from the building and line up for attendance. The staff will immediately take attendance. The Director person in charge will be responsible for taking the sign in/out sheet, portable first aid kit, cell phone and emergency contact information with them. Should it not be possible to return to the building, staff will walk the children to the far side of the driveway next to the dumpster then parents will be notified via cell phone to pick up their child

Weather: On snow days or during other hazardous weather emergencies, the program will follow the city's public school closings. Parents will be notified via television announcement or via telephone. In the event conditions require our program to shelter children, we will have additional resources ie; flashlights, water, food, and clothing available. In the event of other serious weather emergencies such as tornadoes or hurricanes, children and staff will remain



indoors away from windows and doors. First aid staff will be on hand to administer first aid as needed until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

Evacuation: If any type of natural disaster or situation requires the evacuation of Rocio Learning Development Center we will be directed to and remain at Naugatuck Police Department. Parents will be notified by cell phone to pick up their children.

Ratios will always be maintained and two staff 18 years or older will remain with the children until all children are picked up. Accommodations will be made for children with any disability to have access to a safe way out. Children with medical conditions will have specific instructions in a care plan about evacuations to ensure safety. Staff will be trained on these procedures upon enrollment. When the building is deemed safe, all children and staff will reenter the building and make sure everyone is accounted for. Operations will then continue.

LOCK DOWN and SHELTER IN PLACE: In the event including but not limited to an active shooter, unsafe activity outside, or disgruntled parent, the center will go into either lock down or shelter in place. In the actual event of a lockdown, no person will be allowed to enter or leave our building. Doors and windows will be locked, and everyone will continue with their normal daily events. In the event that we would need to shelter in place, doors and windows will be locked, lights turned off, and staff and children will have designated places to hide away from doors or windows. Infants and toddlers will be supplied with binkies and other quiet activities to keep them safe. In either instance, parents will be notified that they may not drop off or pick up until authorities have deemed it safe to do so.

Staffing

Rocio Learning Development Center is required by law to report suspicions of child abuse or neglect concerning any child enrolled in the program. Staff members are protected by law from retaliation or discrimination as a result of reporting abuse or neglect.

The director is responsible for informing parents/guardians, making an oral report to DCF with the staff member or witness, and assuring that a written report is sent within 12 hours. Children who are in need of medical care are taken to Saint Mary's Hospital or their pediatrician by a daycare staff member



Rocio Learning Development Center has a zero tolerance policy for abuse and neglect of children. Any staff member who is accused of such is immediately removed from the facility and is subject to an investigation by DCF.

COMPLAINT PROCEDURE:

In general, if a parents has a concern about Rocio Learning Development Center or the child's welfare, he/she should discuss the matter directly with the director.

In the event that the matter cannot be directly resolved by the director, a parent can finally refer the matter to a higher authority- such as a daycare specialist for the state of Connecticut.

As per the state regulations, specific information about the complaint procedure is posted on the daycare bulletin board.

WITHDRAWAL OF CHILDREN:

Parents must give Rocio Learning Development Center 30-day notice when withdrawing their child from the daycare. All tuition through 30 days remains due.

Termination: There may be a circumstance where the director may decide to discontinue a child's attendance. Every effort will be made to correct the problem however, disruptive or dangerous behavior or continued violation of Rocio Learning Development Center policies will result in dismissal.



DAILY SCHEDULE

6:30 am – Children Arrival/ free play

8:30 am – Breakfast

9:30 am – Learning Centers/Creative Activities

10:30 am – Mid-Morning Snack

11:00 am – Outside Play (Weather permitting)

Noon – Lunch

1:00 – 3:00pm – Nap Time

3:00 – 3:30pm – Afternoon Snack

3:30 – 4:30pm – Story Time/ Learning center

4:30 – 5:30pm – Free Play/Home Preparation



Note to Parents on Discipline:

Rocio Learning Development Center understands that children are very impressionable at this age and we need to be very careful of what we say. There is absolutely no swearing or bad words accepted here. The children and their parents will NEVER be put down or talked badly about in front of other parents or the children. We watch what we say because we know children copy/repeat everything. We won't use the words that are not appropriate.

DISCIPLINE POLICY:

The protection and wellbeing of all children enrolled in our daycare program is extremely important. All disciplinary methods used with children must guarantee the child's right for physical protection and emotional support. Our guidance is preventative and not punishing. Our teachers set limits, which are developmentally appropriate, enforce them consistently and serve as role models. All appropriate behavior is encouraged and praised, and courtesy and respect for others is molded.

Parents if you agree to our method of discipline as we have discussed please sign below:

Parent: _____

Thank you,
Rocio Learning Development Center



DISCIPLINE POLICY 19a-79-3a(d)(2)

The goal of discipline is to help the child develop self-control and 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.

Parent: If you have read/agree with the methods as discussed with Rocio Learning Development Center please sign below:

Parent Signature _____

Thank you,
Rocio Learning Development Center



MISSION

The mission at Rocio Learning Development Center is to provide children high quality developmentally appropriate child care for children with focus on the individual child's age and ability to stimulate social cognitive, Physical and emotional growth and to serve as a supportive resource for families. In addition our goal is to strengthen the communities we serve, and to work closely with other responsive networks and services to ensure that high quality childcare and preschool education remains progressive, safe, and affordable for all families. The center's focus is on providing full services with an emphasis on convenient hours, as well as, educational and social skills development.

Name and Address

Rocio Learning Development Center
40 Mallane lane
Naugatuck CT
203-632-8762

Hours/ Days of operation

Rocio Learning Development Center is open year-round, Monday – Friday
6:30 a.m. to 5:30 PM p.m.

Please sign, date and return to the director This shows that you have read and agree with the parent handbook and all its conditions to attend Rocio Learning Development Center.

Signature _____ **Date** _____