



**2011-2012**  
**BYLAWS and SCHOOL POLICIES**  
(revised through 7/11/2011)

C.D.E. Cooperative Nursery School  
24 River Street  
PO Box 81  
Deep River, CT 06417

860-526-3403

[www.cdekids.org](http://www.cdekids.org)

**BYLAWS**  
**of the Chester \* Deep River \* Essex**  
**Cooperative Nursery School**

**ARTICLE I - BODY OF ORGANIZATION**

Section 1

The name of this organization shall be the Chester\*Deep River\*Essex Cooperative Nursery School, Inc. Members of this Association shall consist of the parents or legal guardians of the enrollees.

Section 2

CDE Cooperative Nursery School is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practices, education programs, or educational activities on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Section 3

The purpose of this Association is to provide pre-school children with opportunity to engage in group activity with other pre-school children under trained supervision.

Section 4

This Association shall be a non-profit, non-partisan, non-discriminatory organization directed by four officers who will comprise the Executive Board. It shall seek to establish and maintain a Cooperative Nursery School guided by the Connecticut State Regulations for Nursery Schools.

**ARTICLE II - THE EXECUTIVE AND PARENT BOARDS**

Section 1

The Executive Board shall consist of four officers - President, Vice President, Treasurer and Secretary.

Section 2

The Board is empowered to determine financial policy, to ensure suitable housing and equipment, to administer registration and to employ a qualified Director whose curriculum shall be approved by the Board.

Annually, the Executive Board will meet to determine salary and tuition increases for the following year. The Executive Board will set tuition prices before registration for the following September; and complete salary negotiations soon after Open Registration. Raises in tuition or salary must be voted on by the majority of the Executive Board.

Section 3

The Parent Board shall consist of the Executive Board and two to four Members at Large. One Member at Large will be from each class. The Parent Board shall demonstrate a professional attitude by respecting the privacy issues of the School and the Association.

**ARTICLE III- OFFICERS AND THEIR ELECTION**

Section 1

The officers of this Association shall consist of a President, a Vice President, a Secretary and a Treasurer.

These officers shall be selected by the Executive Board, and with approval of the majority of membership present at the final meeting of the Association, shall be duly appointed by the President. Officers shall assume their duties at the close of school in June, shall serve for a term of one year, and shall remain in office until their successors are elected.

#### Section 2

The Members at Large shall be selected by the newly appointed Executive Board prior to the first Parent Meeting.

### **ARTICLE IV - DUTIES OF THE OFFICERS**

All officers shall serve a term not to exceed one year unless said term is extended by a majority rule of the Association.

#### Section 1

The President shall preside at all meetings of the Association and the Executive Board, shall call any special meeting deemed necessary, shall be empowered to appoint chairmen of standing committees, shall order a budget meeting and a yearly review of the Treasurer's books, assist the Director to resolve any school related issues.

#### Section 2

The Vice President shall act in the absence of the President, oversee all fundraising efforts, arrange publicity for the School and handle membership for the succeeding year.

#### Section 3

The Secretary shall keep the records of the School, up to date class lists, an accurate record of all meetings of the Association and Executive Board, and prepare registration information, summer mailings and enrolled student packets. School records will be disposed of after seven years.

#### Section 4

The Treasurer shall keep records of finances, collect tuition, handle disbursements, obtain proper insurance, and act as a liaison between the Association and the CPA.

#### Section 5

The officers are entitled to choose either a 25% discount in their families tuition expense or be exempt from fundraising obligations for that school year. The 10% discount for families with multiple children enrolled at CDE does not apply (see Article VII, Section 7). Officers need to inform the Treasurer of their choice before August 1, 2010 for the 2011-2012 school year.

### **ARTICLE V - DUTIES OF THE MEMBER AT LARGE**

#### Section 1

The primary duty of the Members at Large is to assist the officers as needed, fill vacancies in committees as needed, chair fundraisers as needed, act as a liaison between the teachers/board and parents, make phone calls to their class in the event of school cancellations, delays or with other pertinent school information.

#### Section 2

The Member at Large will attend Parent Meetings. The Member at Large may be asked to fill a vacancy on the Board that may arise during the course of the year. The Member at Large is encouraged to attend monthly Board meetings.

### Section 3

The Member at Large will work closely with the Treasurer and Vice President to research and report to board appropriate grants for the school.

## **ARTICLE VI - MEETINGS**

### Section 1

The Association shall meet at the discretion of the Board. Additional special meetings may be called by the President. The Executive Board usually meets once a month.

### Section 2

These By-Laws may be amended by two-thirds vote of the members of the Association present at any meeting after due notice of a proposed amendment has been given in advance.

## **ARTICLE VII - THE SCHOOL**

### Section 1

An annual registration fee (determined by the Board) will be charged to each child and shall be paid upon registration of the child for all or any part of each school year. This registration fee is nonrefundable. Tuition is due by the first of the month and a fine of \$15.00 will be imposed when payment is made after the 7th of the month. If tuition is not paid by the end of four weeks during the school year the child may be dropped from enrollment. September's tuition must be paid by the 30th of the month or your child will be dropped from enrollment. All accounts must be current in order to register a child for the next school year. Should a parent voluntarily withdraw their child from CDE, the parents are responsible for paying one additional month's tuition. Accounts not settled within 60 days will be turned over to an outside collection agency.

### Section 2

Parents may choose to be 'participating' or 'non-participating'. All parents are encouraged to attend parent meetings. Participating parents are obligated to participate in all mandatory fundraisers. Those parents who do not plan to participate in a fundraiser shall pay an assessed fine (or 'buy-out') which will be set by the Board prior to the distribution of fundraising materials. The buy-out will be due on or before the order due date or a \$15 late fee will be assessed. Participating parents must serve as an active member on a minimum of one committee. If necessary, parents can switch jobs or find substitutes for their assigned committees. Parents who do not fulfill their committee obligations will be assessed a \$50 fine per job.

Non-participating parents have no obligation to participate in school fundraisers, serve on committees, or attend Parent Meetings. A family may choose to be non-participating by notifying the Treasurer by August 1st and paying an additional monthly fee, which will be in an amount set by the Executive Board prior to the first Parent Meeting. If additional fundraisers are needed during the year, non-participating parents will be notified in writing and assessed an additional fine for each fundraiser as determined by the Executive Board.

All parents, non-participating and participating, will be obligated to participate in Co-Op duties. These duties keep the school clean and running smoothly. The duties include, but are not limited to, toy cleaning, grounds maintenance, playground maintenance and housekeeping. If necessary, parents can switch jobs or find substitutes for their assigned duties. Duties will be assigned to one family, for one month, once a year. Parents who do not fulfill their Co-Op duties will be assessed a \$50 fine per job.

Section 3

The Nursery School will be in session for 40 weeks. All the holidays and vacations will concur with the Regional School District #4 school calendar, with the exception of teacher conference days. A CDE school calendar will be issued at the beginning of each school year with the scheduled closings. School hours are 9:00-11:30 a.m. for morning sessions and 12:30-3:00 p.m. for afternoon sessions (dependent upon enrollment). School closings due to inclement weather will be based on the Regional School District #4 cancellations. Parents will be notified by telephone if school is delayed, or if an emergency arises.

Section 4

The registrants shall be from 3 years of age (or turn 3 years of age by December 31st of the current school year, to enroll in the fall semester) to kindergarten age and must be toilet trained. Parents are required to present a health certificate that has been completed and signed by a doctor, for each child enrolled at the school, by the first day of school. This is in accordance with the State of Connecticut Department of Health and is a requirement for the issuing of the Nursery School License; therefore no child can be accepted on the first day of school without this form. Parents must supply an updated health certificate if the child's birthday is during the school year.

Section 5

There shall be no refunds or make up days due to illness, holidays, etc. If a child is ill or out of school for a long period of time, full tuition will be charged in order to maintain that child's place at the school. Otherwise the parent must withdraw the child from the school and the place will be filled from the waiting list. Members who voluntarily withdraw their child from the School are responsible for paying one additional month's tuition.

Section 6

A copy of the annual budget projection will be made available to all members of the Association during the first Parent Meeting of the new school year.

Section 7

All members of the Association with more than one child actively enrolled at CDE will receive a 10% reduction in tuition for any child beyond the oldest enrollee. All participating members of the Association with more than one child actively enrolled at CDE will only be required to fundraise for one child.

Section 8

CDE has an established Scholarship Fund for parents who may be in need of financial assistance during the school year. These funds are available for unexpected/unavoidable financial happenings in our lives. Our policy has the following procedures:

1. Your child must be enrolled in and attend the CDE Nursery School program for a minimum of two months.
2. The parents must fill out an application and send it to the Board. Applications will be given out by request only – by any Board member.
3. The application will be reviewed by the Board at their next meeting, and the Board will respond to the parents in writing within 30 days.

Confidential applications are available and may be turned in to any Board member or Staff. The Board reviews all applications and final approval is determined between the President and Treasurer. A scholarship may be awarded to 1 (one) family in each class per year when funds are available.

Section 9

The School will maintain a web site at the following address: [www.cdekids.org](http://www.cdekids.org). The site will provide information regarding school business and school-related activities. Monthly newsletters, calendar of

events, board agendas, photos and minutes of parent meetings are some examples of what is included on the site. Parents who wish to post school related information can request approval to post from the Director.

#### Section 10

All members of the Association will be asked for their email address to be used for school related information only.

#### Section 11

No dangerous weapons or facsimile of a firearm shall be permitted on the premises of the school unless the carrier of such weapon or facsimile is a peace officer.

#### Section 12

Matches and lighters will be inaccessible to children at all times.

### **ARTICLE VIII - THE DIRECTOR**

#### Section 1

The Director shall be selected by a majority vote of the Executive Board. The Director's salary is to be paid weekly on the last day of the school week or on a succeeding day by mutual consent. The Director shall be in attendance during school hours set by the Executive Board. The Director shall be available at special hours for consultation with parents and at special events planned by the Executive Board (i.e. socials, open house).

The Director shall be responsible for the overall management and operation of the school in accordance with applicable state and local laws and regulations and shall:

1. Provide and maintain a safely equipped physical plant.
2. Provide programs and services to meet the needs of children.
3. Employ staff and substitute staff in accordance with State Regulation.
4. Develop and implement a written organizational chart that establishes a clear line of authority.
5. Define in writing and ensure the performance of the duties and responsibilities of all staff.
6. Require participation by new staff in employee orientation, and assure training for all current staff in policies, plans and procedures.
7. Be responsible for managing child behavior using techniques based on developmentally appropriate practice and communicate acceptable techniques to all staff.

#### Section 2

The Assistant Teacher shall be appointed by the Director with the approval of the Executive Board.

#### Section 3

The Director and the Assistant Teacher will receive a 50% reduction in tuition for each of their own children actively enrolled at CDE.

(End of By-Laws)

## **SCHOOL POLICIES**

## **of the Chester \* Deep River \* Essex Cooperative Nursery School**

(As revised through 7/11/11)

*The following Staff Handbook sections must be provided to the parents: Program Objectives, Discipline Policy, Emergency Procedures, Health Policies and Release of Children Procedures.*

### **Program Objectives**

*The program will provide for the physical, cognitive, creative and social and emotional development of the child.*

1. The program will guide the child as he or she moves from an individual home experience to a group experience.
2. The program will provide opportunities for children to grow in self-direction and independence.
3. The program will establish and maintain limits on behavior for the welfare of the child and the group.
4. The program will provide a balance of activities to avoid tension and fatigue from over stimulation and boredom from too little stimulation.
5. The program will be challenging without being frustrating as it provides child-initiated and teacher-selected activities that encourage exploration of the classroom environment.
6. The program will provide media for creative expression including art, music, movement and language (written and oral).
7. The program will encourage social learning promoting the five key attributes of pro-social behavior: kindness, respect, cooperation, self-control, and identifying emotions.
8. The program will provide children with opportunities to engage in a wide variety of physical activity encouraging fine and gross motor development.
9. The program will promote good nutrition, personal hygiene and self help skills through daily routines such as serving healthy snacks, hand washing, and independent toileting.
10. The program will support the needs of its families and students through open communication and community resources.

### **Discipline Policy**

All staff members will use positive methods of discipline to encourage self control, self esteem and cooperation. Physical punishment in any form is prohibited. If an undesirable behavior is occurring, the following procedure will be followed:

Staff members will use the conflict resolution strategies designed in the Bingham Curriculum for Pro-Social behavior:

1. Ask what the problem is.
2. Brainstorm possible solutions.
3. Consider emotional consequences.
4. Decide on a solution.
5. Evaluate the solution.

If the behavior is repeated, staff members will re-state the rule and explain why the rule needs to be followed. Continued violation of the rule will lead to the child being redirected to another center in the classroom. If a behavior becomes chronic, the Director will contact the parents with his or her concerns.

### **Abuse and Neglect Policy**

Children in the facility shall not be subject to any physical, sexual, emotional abuse or neglect. Each staff member is mandated by law to report any suspicion of abuse or neglect.

Child neglect is defined as a child who has been:

Abandoned

Denied proper care and attention physically, educationally, emotionally or morally (i.e. failure to provide food, clothing, shelter, mental care and appropriate supervision)

Allowed to live under conditions injurious to his or her well being

Child abuse is defined as a child who has had:

Non accidental physical injuries inflicted upon them (i.e. shaking, beating, burning)

Emotional mistreatment (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)

Experienced maltreatment such as malnutrition, sexual exploitation, deprivation of necessities, cruel punishment

Injuries which are at variance with the history given for them

Staff responsibilities:

Childcare providers are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

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

Staff is protected by law from discrimination for reporting suspected abuse or neglect.

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

Procedures on reporting suspected abuse or neglect is as follows:

1. Staff must call the Department of Children and Families at 1-800-439-0437.
2. Staff must call the Department of Public Health at 1-800-282-6063.

Information needed:

Child's name, child's address, child's phone number

Name, address and phone number of parents or guardians.

Relevant information such as physical or behavioral indicators, nature and extent of injury, maltreatment or neglect

Exact descriptions of what the reporter observed

Time and date of incident

Information about previous injuries, if any

Name of any person suspected of causing injury

Any action taken to help or treat the child

Staff members should seek medical attention for the child if needed and follow the center's emergency medical procedures if necessary

When an accusation of abuse or neglect by a staff member is reported to DCF, the Director will immediately inform the parents or guardians. Parents will have access to a health care professional concerning the child's injuries and to offer support and guidance.

C.D.E. endorses a zero tolerance policy in regard to any allegation of a staff member abusing or

neglecting a child. Should accusations occur the staff member in question will be put on immediate suspension and have no further contact with any children in the facility until an investigation is complete and it has been determined if the allegations were substantiated or not. Based on the outcome of the investigation, the staff member would either be dismissed or allowed to return to work.

The school's Parent Handbook which will contain the Abuse and Neglect Policy, will be distributed upon enrollment. Staff Handbooks will also include the Abuse and Neglect Policy and will be distributed to each staff member. As part of their continuing education requirement, staff members will regularly receive training on abuse and its prevention at appropriate workshops and conferences.

### **Lock Door Policy**

The doors of the school shall be locked 30 minutes after the start of the school session and unlocked 5 minutes prior to the end of the school session. Parents may knock at the door, however, at any time if necessary.

### **Release of Children**

The staff will not release a child to anyone but the child's parents unless there is written authorization from the child's parent.

If the child is not picked up by the school closing, the following procedure shall be followed:

1. The Director or Assistant will call a parent if a student is not picked up within 10 minutes of class dismissal.
2. If parents are not available, the Director or Assistant will call the person(s) designated as alternate pickup authorized on the child's contact information sheet.
3. In the event no one is found to pick up the child after 30 minutes, the Director or Assistant will contact the police to assist in locating a parent.
4. If with police assistance no parent or alternate pickup can be located after a reasonable period of time, the Director or Assistant will contact DCF and arrange for a social worker to pick up the child.

### **Late Pick up Policy**

Pick up times are 11:30am and 3:00pm. The door will be unlocked 5 minutes prior to the end of the school session. Late fees will be incurred after 11:40am and 3:10pm. The late pick up fee is \$2 for every minute you are late until belongings are gathered and parent and child have left the building. The parent will receive a "Late Pick Up Fee" notice with the amount due and is expected to return payment to a teacher on their next school day.

### **Fire Drill Procedures**

The following procedure will be followed during fire drills and in the event of an actual fire:

1. Remain calm and in control.
2. Staff will gather children to a safe exit. A quick head count will be taken to see if all students are in line.
3. The Director will collect the daily attendance log and emergency book, which contain student

emergency and authorization forms for every child enrolled in the program.

4. A Staff member will lead the students out a safe exit and will line up in front of the church facing River Street.
5. Attendance will be taken by the Director.
6. One Staff member will call 911.
7. Students and staff will remain on the sidewalk until building is determined safe to re-enter.
8. If the building cannot be re-entered, the children will be taken to the Deep River Elementary School where staff will wait with them until parents can be reached to pick them up.
9. If the Director is absent, the Assistant will take on the Director's responsibilities.

### **Emergency Response Plan**

**The following procedures will be followed in the event of a technological or natural disaster or a fire or safety crisis. Staff members will gather the necessary information, assess the situation, and determine the need to evacuate the facility or remain on premises. Staff members will proceed in a calm and controlled manner.**

### **Evacuation Procedures**

1. Teachers will line up the children and direct them to the closest, safe exit. If cold weather and only a drill, staff may grab coats to be distributed outside. Assistant teacher will collect daily attendance log and check off each child's name before leaving the facility.
2. Director will collect first aid kit, individual medications, and emergency book (containing emergency and authorization forms on every child enrolled). Director will check for any child not present at head count.
3. Assistant teacher will lead children out to the sidewalk in front of the church where a second attendance roll will be taken.
4. The Director will join the children and staff at the sidewalk and determine whether to wait there or proceed to evacuation sites, dependent on the severity of the crisis.
5. If the building cannot be reentered within a reasonable period of time, the children will walk to:
  - a. Deep River Elementary School or
  - b. Deep River Town Hall
6. Parents will be telephoned and notified of site relocation and instructions for alternate pickup.
7. Each parent will be responsible for their child's transportation.
8. In the absence of the Director, the assistant teacher will take on the Director's role.
9. Drills will be practiced with the children on a quarterly basis.

### **In the event that the students must stay at the facility, the following procedures will be followed:**

1. The assistant teacher will phone all families and apprise them of the situation.
2. The Director will assemble the children and speak to them regarding the situation.
3. The school will be responsible for the following emergency supplies;
  - A 72 hour supply of water to be dated and changed on an annual basis
  - Disposable eating utensils and non electric can opener
  - Blankets
  - Flashlights and extra batteries
  - Portable radio and extra batteries
  - Personal hygiene and sanitation supplies
4. Parents will be responsible to pack a backpack with two changes of clothing appropriate for the season.
5. The Shoreline Soup Kitchen food will be accessible to the school if necessary.

### **Staff Illness or Emergency Procedure**

In the event that a staff member becomes ill or injured during the school day, the other staff member will assess the situation and determine if the ill or injured staff member needs to leave the premises. After establishing the scope and severity of illness or injury to the staff member, and taking appropriate measures to respond to illness or injury, staff will reassure students. A staff member will call a parent to come into the classroom to provide coverage if necessary.

### **Severe Weather Procedures**

School closings due to inclement weather will be based on the Regional School District #4 cancellations. When Regional School District #4 is closed, CDE is closed. When Regional School District #4 has a delayed opening, only the CDE AM class is cancelled. When Regional School District #4 has an early dismissal, only the CDE PM class is cancelled. Parents will be informed by local television and radio stations reporting Regional School District #4 decisions and a telephone call from the Member at Large in their child's class. If severe weather occurs during the school day, (i.e. hurricane, tornado, or high winds), the children will be confined to the hallway until all signs of danger pass.

### **Procedure for Ill Child**

1. The child with symptoms of any illness will be isolated from the other children on a mat in an area where the other children are not playing.
2. The Director will be notified, or the Assistant if the Director is not available. The staff member will then contact the parent or the person listed on the parent authorization form, if the parent cannot be reached, to have the child removed from the school as soon as possible.
3. If illness is sudden and serious the emergency procedures will be followed.

### **Health Guidelines**

Your child should stay home from school:

1. when a fever reaches 100 degrees. Your child must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
2. when a cough is excessive.
3. when discharge from eyes and nose is excessive and sneezing is frequent.
4. with diarrhea and vomiting, your child must stay home for 12 hrs. after each episode.
5. with conjunctivitis, your child must remain home for 24 hours after the first dose of medicine.
6. with impetigo, your child must remain home for 48 hours after the first dose of medicine.
7. with head lice, your child must remain home until medicated shampoo has been given and all nits have been combed out.
8. with an ear infection, your child must remain home until all excessive cold symptoms and fever have ceased.

### **Nutrition and Physical Activity Policy**

CDE Nursery School Parent Organization and Program Staff will promote a clear and consistent message regarding the importance of healthy lifestyle choices. The program will collaborate with health agencies to conduct Nutrition and Physical Activity education for students, staff and

families.

In collaboration with the CT River Area Health District, dental and health consultants, CDE staff and CDE Executive Board members, the school will provide workshops and activities for families, students and staff regarding “best practice” in nutritional standards, basic hygiene and healthy physical activity. Annually, the Director will consult with individuals in this group to co-ordinate “age appropriate” programs for students and related information for families. Annually, the Director will review curricula and ensure that routines are established so that every day students’ physical needs are met and physical activities incorporated into the schedule across disciplines.

Fundraising will be designed to support good nutrition and promote physical activity.

Staff Professional Development will include participation in Nutrition and Physical Activity workshops as required under State Regulations.

Parents are required to supply a nutritious snack and beverage for their child for each scheduled class the child attends. An ice pack must accompany any food or beverage that requires refrigeration. Parents will label their child’s snack bags and put them in cubbies each day upon arrival and take them home at the end of the school session.

The program will have routines in place for regularly scheduled snack time. These routines will include:

- Access to safe, fresh drinking water during the entire school day.
- Access to hand-washing facilities before and after snacks.
- A safe, clean setting where children may relax and socialize.
- Opportunities to teach nutrition and food concepts.
- Staff who will encourage children to try new foods.

### **Medical Emergency Policy**

If illness or injury to a child requires medical attention the following procedures will be followed.

1. One Staff member will stay with injured or ill child.
2. The other Staff member will call 911 and then will call the student’s parent or guardian.
3. The Staff member will check the student’s emergency medical card to determine where the parent has given permission to send the student for emergency medical treatment.
4. That Staff member will call another parent to come to the school as a substitute if one staff member must accompany the student by ambulance.
5. If the incident involves an accident, an accident report will be filled out as soon as possible by the staff member who witnessed the incident. This form will be processed in duplicate with copies signed by the parent, Staff member, and witnesses.

### **Administration of Medication**

The administration of medications means the direct application of prescription or non-prescription medication by means of inhalation, ingestion or topical application to the body.

The school will have staff trained in the administration of medications including:

1. Inhalant medication for the treatment of asthma.
2. Oral medications.
3. Topical medication both prescription and non-prescription.
4. Injectable medications by pre-measured, commercially prepared syringes, to a child with a medically diagnosed condition who may require emergency treatment.

Medication will be stored in the original container and will be inaccessible to students but quickly accessed in case of an emergency.

No medication, prescription or non-prescription, shall be administered to a child without the written order of an authorized prescriber and written permission of a parent or guardian. The written permission of the parent should be obtained prior to the administration of the medication and a medication administration record shall be written in ink and kept on file. The medication administration record and parental permission shall become part of the child's health record. The parent or guardian shall be notified of any medication administration errors immediately in writing and the error shall be documented in the record. The following information shall be included as part of the administration record:

1. The name addresses and date of birth of the child.
2. The name of the medication and the directions, dosage, and the time of the administration of the medication.
3. The pharmacy and prescription number if applicable.
4. The statement indicating that the medication has been previously administered to the child without adverse effect.
5. Proper storage of the medication and safe handling procedures, including receiving medication from a parent, safe storage, inaccessible to children, and the safe disposal, using universal precautions will be adhered to.
6. Signature in ink of the Director, head teacher or staff receiving the parent permission form and the medication.
7. The name, address, telephone number, signature, and relationship to the child of the person authorizing the administration of the medication.
8. Medication administration errors.
9. Any side effects.

CDE will keep accurate documentation of all medications administered. At no time is an untrained staff allowed to administer medications. Documentation of medications administered will include:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of staff administering

Children enrolled in the program may self administer medications with documented parental and authorized prescriber's permission.

### **Hand Washing and Toileting Policy**

One Staff member will accompany all students to the sink for hand washing before snack is served. Each student will be required to wash his or her hands before eating snack.

All students must wash hands after using the toilet.

If a student needs help wiping, a staff member will use universal precautions. Staff member will then dispose of gloves in covered receptacle and wash their hands before returning to the classroom.

If a student soils themselves a staff member will accompany the student to the bathroom. Staff member will use universal precautions, changing student's soiled clothing, placing soiled clothing in a plastic bag that is put into the student's backpack. Clean clothing from the student's backpack will be put on the child. Staff member will wash hands before returning to the classroom.

(end of School Policies)



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### SCHOLARSHIP APPLICATION

If financial constraints prevent you from sending your child to preschool, please complete this confidential form. Your child must be enrolled in and attend CDE for approximately two months in order to apply for this scholarship. Please refer to the Scholarship Policy in the CDE Bylaws.

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parents Names: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Names and ages of other children in the family:

\_\_\_\_\_  
\_\_\_\_\_

Would you be interested in full or partial scholarship? \_\_\_\_\_

Family income (circle one): 0-\$25,000    \$25,000-\$35,000    \$35,000-\$45,000    over \$45,000

Describe any extenuating circumstances creating a need for support:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(revised 7/27/2009)