Abuse and Neglect

Creative World Employees ARE MANDATED REPORTERS. As mandated reporters they are required to follow the following procedures

1. As a mandated reporter, you are required to report suspected abuse or neglect of any staff member to DSS in the form of a 51A. After filing with DSS, EEC must also be notified. If you are reporting a case of suspected abuse or neglect of any parent or guardian you must file a 51A with DSS only. EEC does not need a report in this case.
2. If you are unsure about what to do, call DSS and speak to a trained social worker about your concerns. DSS can advise you whether or not it is appropriate to file an actual report.
3. If a report is filed against a teacher, that employee will be placed on an administrative leave of absence (without pay) until an investigation is done and notification is received from EEC and DSS.
4. Once a decision is received by EEC and DSS, Creative World will review the results on a case by case basis and make a decision on whether or not that person will be reinstated as an employee of Creative World.
5. Creative World will cooperate with EEC and DSS in all investigations.
6. Mandated reporters must follow up an oral report with a written report within 48 hours.

Identification of Abused and Neglected Children

Child abuse includes physical, emotional, sexual and neglect. The following conditions may be associated with cases of abuse or neglect: Bruises and welts, burns, cuts, tears and scrapes, head injuries, malnourished or dehydrated, aggressive and disruptive, has fears of adults, pain when urinating, stained or bloody underclothing, lacks medical or dental care, etc. In identifying neglect, be sensitive to different cultural expectations, child-rearing practices and poverty.

Curriculum Plan

Here at Creative World we provide a safe and nurturing program. We have two Infant rooms, three Toddler rooms, two Preschool rooms and a Kindergarten Program. Each room is bright, cheerful, and colorful. All rooms are divided into play and learning areas. The ratios for this center are: Infant rooms - three infants to 1 Teacher up to seven infants with 2 teachers. Toddler rooms - four toddlers with 1 teacher up to nine toddlers with 2 teachers. Preschool room - ten children with one teacher up to twenty children with 2 teachers.

Infant Sleeping Positions

All infants enrolled at Creative World will be placed on their backs during sleepy time. Cribs will never have any pillows, stuffed animals, toys, bumper pads or blankets that are heavier than a receiving blanket.

Notifications to Parents:

Parents will receive notification from Creative World for the following:

1. Parent's will be called immediately if your child receives an injury that would require medical care beyond minor first aid.
2. Parent's will be called immediately if an emergency arises due to the administration of non-prescription medication.
3. Parent's will receive an immediate call if there is any allegation of abuse or neglect involving your child while in attendance at the center.
4. Parent's will be notified either by phone or at pick up regarding any minor first aid administered to their child while in attendance. Parents will also receive an incident report in writing within 48 hours of the incident.
5. Written notification will be given to parents when there is a change in staffing.
6. If a communicable disease or condition has entered the center, notifications will be posted in individual classrooms.
7. If the snack menu ever changes parents will be notified.
8. Notification will be sent to every parent if there was a need to use any herbicides or pesticides.
9. Parents will receive at least a 7 day notice in regards to any changes in the programs policies or procedures.

Children's Records

The following information must be maintained and updated annually in each child's folder as per regulations governed by the Department of Early Education and Care. Child Enrollment Form, Enrollment Agreement, First Aid and Emergency Medical Care Consent Form, Emergency Card Information Form, Developmental History and Background Information, Topical Ointment Permission Slip, Sick & Medication Policy, Termination & Suspension Policy, Permission for walks, photo's, observations, fund-raising & tooth brushing, Physicians Statement, Immunization Record, Extreme Emergency Consent Form, Formula & Bottle Instructions, Individual Health Care Plan, Transportation Permission, Off-site Activities Permission.

Transportation Plan:

Creative World does not transport children to and from school to home or to and from public schools. Creative World employees will never provide transportation in their personal vehicle.

If any child attending Creative World receives transportation from the Public School System or any other outside transportation company that is set up by the parents. **It's imperative that the parent notify the center if their child will be late or not attending.** The call to the center for an absence or tardy will be repeated to the classroom teacher so they can mark the daily attendance sheet accordingly. Creative World will always have an employee take your child to the bus and take your child off the bus. You child will be delivered to the classroom teacher and logged into the classroom at the time of arrival. They will also be signed out at time of departure from the classroom.

If any child transported by the Public School System fails to arrive on time; after waiting for a 15 minute time frame, the school and the parents will be called to report no arrival of the child and every effort will be made to find out where the child may be.

If a child is injured while in care at the center and needs transportation to a medical facility and ambulance will be called to transport.

Twice a year our Kindergarten Program attends field trips to where an outside agency is contacted to provide transportation to the activity and back to the center. Teachers take along written permission slips for transportation, emergency telephone numbers for each child, first aid kit and a cell phone to call the center in the event of an emergency while the children are away from the center. Teachers from Creative World will always be in attendance and in charge of the group of children.

If ever an emergency would happen while the group is on a field trip, the Teachers are instructed to call the center immediately. The center will handle all emergency contact numbers. The teacher's will remain with the children. If a child needs an ambulance then one will be called. One teacher will be transported with the child while the other teacher stays with the group. The center will send help if needed.

If there was a vehicle break down, the teacher's will call to notify the center and then the outside agency would be contacted to send a back-up vehicle to pick up the children and Teacher's.

Vehicles rented by the outside agency do accommodate children with disabilities. Verification of proper insurance and CORI are required of all bus drivers from this outside agency before an agreement is made with Creative World.

All moving violations will be reported to the police and to the Dept. of EEC and all parents.

Creative Crunches

Creative World provides a daily exercise program for every age group. This is noted on the weekly lesson plans.

Parent Communication

Creative World staff feels it's extremely important to keep an open line of communication between themselves and parent's. Having noted that, if there is ever a language barrier that interferes with this process the following steps will be followed: A family member that can interpret, and with permission from the parent, must accompany parent’s at all important meetings. Creative World will also look for ways to translate into a written method in the language spoken, so parents can understand their child's daily routine, milestones, etc. Creative World will also use teacher's that speak other languages as translators.

Student Interns

During the months of September through June of each year, Creative World has contracted with Stone Hill College and Southeastern Regional Vo. Tech. School to allow their students to enter our program as interns. Students coming from the schools are CORI and DCF checked before entering our program. They are always under the supervision of a Lead Teacher as well as a manager doing observations. The college instructors are also involved with observing and recommendations set forth by Creative World in enhancing their education. Every intern receives an orientation as to Department of EEC's licensing regulations and Creative World's policies and procedures. Every intern must also meet all physical requirements. Parents will be notified when an intern is present in their child's class.