

East Hartford School Readiness Council
Policies and Guidelines
Notification of an Allegation or
Claim against a Sub-grantee Policy
Reference (GP 09-06)

Any complaint, which may result in a potential licensing and/or accreditation violation or may constitute abuse or neglect, that is filed with any state, federal, or local agency concerning an alleged act of commission or omission that concerns any aspect of sub-grantee operation **must** be reported to the East Hartford School Readiness (EHSR) Administrator immediately by phone, fax, or e-mail and in no event later than 2 operating days of incident. The complaint could be with, but is not limited to, the Department of Public Health, the Department of Children and Families, National Association for the Education of Young Children (NAEYC), or any other police or investigative agency concerning an alleged act or omission at the approved site.

Reporting shall include the following information

- Date and time of the alleged act of commission or omission;
- Nature of the complaint;
- Involved authorities and planned investigation (on part of both sub-grantee and regulatory level or other outside authority);
- Results of the investigation (conducted by Sub-grantee or other outside authority as appropriate);
- Action taken by Sub-grantee to correct situation;
- Any need for technical support; and
- Any documentation requested by EHSR Administrator

A report shall be made to the EHSR Administrator with follow-up written documentation submitted as required. The EHSR Administrator may report to Co-Chairs and/or full EHSR Council. Further reporting to the CT Office of Early Childhood will be determined by EHSR Administrator and or EHSR Council decision. Development of a compliance plan and or decision of continuation of funding will be handled according to EHSR Council policy and protocol.

Information submitted to the EHSR Council will be governed by rules of confidentiality.