

# Use of Consultants

Section 19a-79-4a(i) of the Connecticut General Statutes require all licensed child care centers and group child care homes to develop and implement a written plan that includes the services of an early childhood educational consultant, health consultant, social service and registered dietitian consultant if the program serves meals.

The Regulations for Connecticut State Agencies require each of the above consultants to provide, at a minimum, the following services to the program:

- annual review of written policies, plans and procedures that relate to the services provided by the consultant;
- availability by telecommunication for advice regarding problems;
- availability, in person, of the consultant to the program;
- consulting with administration and program staff about specific problems;
- acting as a resource person to program staff and the parents, including but not limited to, coordinating services and assisting families and program staff in identifying necessary resources;
- documenting the activities and observations required in a consultation log that is kept on file at the facility for two years; and
- seeking and supporting the collaboration of multiple consultants serving the program

Furthermore, the regulations require additional services to be provided by the health and education consultant as listed below:

## Health consultant

- making, at a minimum, quarterly site visits to facilities that serve children three years of age and older; or for group child care homes, facilities that operate no more than three hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- reviewing health and immunization records of children and program staff;
- reviewing the contents, storage and plan for maintenance of first aid kits;
- observing the indoor and outdoor environments for health and safety;
- observing children's general health and development;
- 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 authorizations needed for programs that administer medication;
- assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed; and
- quarterly review of all injury, illness, incident and accident reports

## Education consultant

- making, at minimum annual site visits of the facility;

- reviewing daily plans, curriculum documents, and educational policies for the developmental and age appropriate practices;
- observing program staff interactions, use of materials and equipment, implementation of plans and approaches to classroom management; and
- providing feedback on documentation review and classroom observations to the director and head teacher

The selection of consultants for a program should be thoughtful and deliberate. First, a program should ensure that each individual being considered for a consultant role meets the education and experience requirements as defined in Section 19a-79-1a of the regulations. The licensure status of a person serving as a health consultant may be verified by visiting [www.elicense.ct.gov](http://www.elicense.ct.gov) and the Office of Early Childhood (OEC) may be contacted to verify whether an individual has been approved as early childhood education consultant. The regulations prohibit a program staff from serving as the early childhood educational consultant at a program where they provide direct care or direct program supervision in a non-consultative role; or in a program with the same operator as a program in which they provide direct program supervision in a non-consultative role. Secondly, the education, experience and expertise of a potential consultant should be examined carefully, so that the person's qualifications match the unique needs of the program. It is also important that the program and consultant share with each other their philosophy and vision for the program. The arrangement should feel comfortable and there should be a feeling of mutual respect.

Next, a plan for consultative services that will be provided should be clearly documented and understood by both parties. This written plan will serve as the foundation for the consultative relationship. The agreement should address all of the services to be provided, including at a minimum, those services required by the regulations. The frequency and scope of the services, the roles and responsibilities, expectations, communication and documentation, etc. should all be discussed and agreed upon. The written plan should be developed and signed annually by the consultant.

Finally, the program should closely monitor the performance of all consultants to ensure that all required duties are being performed in a manner that was agreed upon. All activities and observations should be documented in a consultation log maintained at the facility.

To search for an OEC approved education consultant:

- Log in to your [OEC Registry account](#)
- Select My Role Applications > About Technical Assistance Providers > Search for a Technical Assistance Provider
- Follow the steps to search for a licensing approved Education Consultant, including by county, language spoken, and other trainer content approval, if desired.

For assistance with health consultants please contact Connecticut Nurses Association at <http://ctnurses.org>.

**Sample agreement letter for Education Consultant.**

Consultant Services Agreement between Day Care and \_\_\_\_\_

Consultative service shall include:

Annual review of written policies, plans and procedures that relate to the services provided by the consultant;

- Annual review of written policies, plans and procedures that relate to the services provided by the consultant;
- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and program staff about specific problems;
- Acting as a resource person to program staff and the parent(s), including, but not limited to, coordinating services and assisting families and program staff in identifying necessary resources;
- Documenting the activities and observations required in this subsection in a consultation log that is kept on file at the facility for two years;
- Seeking and supporting the collaboration of multiple consultants serving the program;
- Making, at a minimum, annual site visits to the facility;
- Reviewing daily plans, curriculum documents, and educational policies for the developmental and age appropriate practices;
- Observing program staff interactions, use of materials and equipment, implementation of plans and approaches to classroom management; and
- Providing feedback on documentation review and classroom observations to the director and head teacher

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreement shall be signed yearly

11/25/24

**Sample agreement letter for Health Consultant.**

Consultant Services Agreement between Day Care and \_\_\_\_\_

Consultative service shall include:

Annual review of written policies, plans and procedures that relate to the services provided by the consultant;

- Annual review of written policies, plans and procedures that relate to the services provided by the consultant;
- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and program staff about specific problems;
- Acting as a resource person to program staff and the parent(s), including, but not limited to, coordinating services and assisting families and program staff in identifying necessary resources;
- Documenting the activities and observations required in this subsection in a consultation log that is kept on file at the facility for two years;
- Seeking and supporting the collaboration of multiple consultants serving the program;
- Reviewing health and immunization records of children and program staff;
- Reviewing the contents, storage and plan for maintenance of first aid kits;
- Observing the indoor and outdoor environments for health and safety;
- Observing children's general health and development;
- 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 authorizations needed for programs that administer medication;
- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed
- Quarterly review of all injury, illness, incident and accident reports
- The health consultant shall visit the program according to the following schedule:
  - Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older; or for group child care homes, facilities that operate no more than three hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility
  - If serving Infants and toddlers the health consultant shall visit the facility according to the following schedule: (A) Once a week for children up to twenty-four months of age; (B) Once a week if children two to three years of age attend five hours or more per day; and (C) Once a month if children two to three years of age attend less than five hours per day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreement shall be signed yearly

11/25/24

**Sample** agreement letter for social service or registered dietician consultant.

Consultant Services Agreement between Day Care and \_\_\_\_\_

Consultative service shall include:

Annual review of written policies, plans and procedures that relate to the services provided by the consultant;

- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and program staff about specific problems;
- Acting as a resource person to program staff and the parent(s), including, but not limited to, coordinating services and assisting families and program staff in identifying necessary resources;
- Documenting the activities and observations required in this subsection in a consultation log that is kept on file at the facility for two years; and
- Seeking and supporting the collaboration of multiple consultants serving the program;

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreement shall be signed yearly