

Town of Stratford

K-6 After School Enrichment Program

Parent Meeting

Thursday, September 3, 2015



Agenda

- Program Updates (Staff)
- 2015 – 2016 School Year Registration /Enrollment
- Fees
- Hours of Operation (Drop Off, Pick Up, Attendance)
- Health and Safety (Sick Child, Medication, Emergencies)
- Child Abuse and Neglect
- Snack Policy
- Personal Belongings
- Basic Rules of Conduct
- Discipline
- Field Trips / Outings/ Enrichment Component
- Staff (Discipline, Incidents, Accidents, Reporting)
- Questions, Answers and Concerns

Town of Stratford
South End Community Center
K-6 After School Enrichment Program



Program Information and Tuition Policy Agreement

Childs Name: _____

School: _____

Parent / Guardian Name: _____

School Year - 2015 -2016

August 14, 2015

Dear K-6 Parent / Guardian;

Enclosed you will find information and tuition policy for the K-6 ASE Program. Please sign and forward the tuition policy back to SECC staff as soon as possible. Please don't forget to inform your child's teacher that he/she will be picked up by our Town of Stratford van from the bus line immediately following dismissal. Our Head Teacher Gladys "Ms. Missy" Hudson will be riding the van each day to make sure that all of the children arrive safely to the center. Also, please look at our snack list and send your child with an appropriate snack each day they are in attendance. We are a nut free facility so please refrain from sending anything with nuts. When picking up your child please make sure you do so from the SECC parking lot entrance located on Early Avenue. Hit the buzzer and our staff will let you in. Remember the program closes promptly at 6:00pm. Late fees will be charged for any child picked up after 6:00pm. All late fees are due by the next program day or your child will not be allowed entrance to the program. I think that's all for now. Can't wait to meet you and your children.

Ms. Ty, Program Coordinator
South End Community Center

**Town of Stratford
K-6 After School Enrichment Program
Located at South End Community Center**



**Program Closing and In-service Dates
2015 – 2016 School Year**

September 7	Labor Day	Program Closed
September 8	<i>K-6 Program Begins</i>	
September 14	Rosh Hashanah	Program Closed
September 23	Yom Kippur	Program Closed
October 16	Early Dismissal (Stratford)	Program Open
November 3	Election Day (Staff In-service)	Program Closed
*November 11	Veterans Day (T.O.S. Center Closed)	Program Closed
November 25	Early Dismissal (Stratford)	Program Open
November 26-27	Thanksgiving Recess	Program Closed
December 23	Early Dismissal (Stratford)	Program Open
December 24 – January 1	Holiday Recess	Program Closed
January 15	Early Dismissal (Stratford)	Program Open
January 18	Martin Luther King Jr. Holiday	Program Closed
February 11	Early Dismissal (Stratford)	Program Open
February 12 – February 15	President Day Weekend	Program Closed
March 24	Early Dismissal (Stratford)	Program Open
March 25	Good Friday	Program Closed
April 6	Early Dismissal (Stratford)	Program Open
April 11 – April 15	Spring Recess	Program Closed
May 27	Early Dismissal (Stratford)	Program Open
May 30	Memorial Day	Program Closed
June 15	<i>K-6 Program Last Day</i>	

- Denotes the SECC will be closed due to Town Holiday (Veterans Day), however Stratford Schools will be in session

South End Community Center



K-6 After School Enrichment Program

Daily Activity Schedule

- 3:00-3:30 Program Opens and Children Arrive
- 3:30 – 4:30 Homework Assistance and Tutoring
Please Note: During this time all children are required to do their homework or sit quietly with a book or complete reproducible dittos that staff can provide or they can bring from home.
- 4:30 – 4:45 Snack Time
- 4:45 – 5:30 Daily Enrichment Activities
Monday Arts and Crafts
Tuesday Mad Science
Wednesday Computer Class
Thursday Theme Based Activity
Friday Free Play / Centers
- 5:30 – 6:00 Community Read and Program Clean Up
- 6:00 Program Closes

**Policies and Procedures
South End Community Center (SECC)
K-6 After School Enrichment Program (K-6 ASEP)**

Enrollment

Children who meet the following criteria can be enrolled:

1. Stratford residents
2. In Kindergarten to Grade 6
3. Ability to independently change their clothes and toilet themselves
4. All registration documents are completed and signed. It is the responsibility of the parents/guardians to notify staff of any changes in registration information during the school year (i.e. changes in emergency numbers, parent contact information changes). Children with any of the following documents missing or incomplete cannot participate:
 - Enrollment
 - Transportation Permission and Child Pick Up Authorization
 - Medical Form and Authorization for Emergency Medical Treatment (It is mandatory that the child has up-to-date immunization records on file.)
 - Parental consent to administer medication(s) and physician authorization, if applicable
 - Parent/Child Agreement
 - Proof of child's identity (i.e. birth certificate)
 - Payment Agreement

Fees

The following lists the fees:

Registration Fee:	\$60.00 (Non-refundable)
After School Care:	\$240.00 per month
Late Pick Up Fee:	\$10.00 for first fifteen (15) minutes \$5.00 each additional five (5) minutes
Late Tuition Fee:	\$15.00

- A deposit equivalent to one month's tuition (\$240.00) plus a non-refundable registration fee (\$60.00) is due with application to the K-6 ASEP for a total of \$300.00.
- The non-refundable registration fee is applied to the child's tuition for the last month the child is enrolled in the K-6 ASEP.
- Tuition for each month is due in full in advance by the tenth (15th) of each month (i.e. October's tuition is due by September 15th). Fees not received by the 15th of every month will include a late fee of \$15.00. Failure to pay tuition on time may result in the child's dismissal.
- Late pick up fees must be paid immediately. If they are not paid when the child is picked up, they will not be able to attend the K-6 ASEP until it is paid.
- All payments must be made by cash, check or money order. Checks are made payable to the Town of Stratford. Checks returned for insufficient funds are assessed a \$15.00 processing fee and the amount of the returned check plus \$15.00 must be paid in cash.
- There is no refund, prorated discount or credit for absences, children who are dismissed due to misconduct or SECC closures due to weather, holiday, school vacation, etc.
- Sibling discounts are not available.
- At least a two-week written notice is required prior to withdrawing your child from the program.

Hours

The program follows the Stratford Public Schools calendar operating from 3:00 to 6:00 p.m. Monday through Friday. When school is closed early due to teacher days and elementary parent/teacher conferences, the program operates from 1:00 to 6:00 p.m. The program is closed during the holiday, winter and spring recesses, all holidays observed by the Stratford Public Schools and Lincoln's Birthday. When the Stratford Public Schools closes early due or cancels after school activities due to severe weather conditions, the K-6 ASEP is also closed.

The K-6 ASEP is open to unannounced parent/guardian visits during operating hours to enable parents/guardians to observe their child.

Drop Off

Transportation is provided from Stratford Academy (Soto and Johnson), Franklin, Nichols and Wilcoxson Elementary Schools. Children attending other Stratford schools not listed may also enroll in the K-6 ASEP, however transportation must be provided by the child's parent or arrangements must be directly made by the parent with Durham School Bus to assure that the child can be dropped off at the SECC. If a child is absent from school or will be absent for the K-6 ASEP, parents/guardians must call the SECC at 203.377.0689 by 12:00 noon. Failure to call will result in a warning and a second failure to call will result in loss of transportation.

Pick Up

Only approved parents/guardians and others designated by the legal guardian in writing are allowed to pick up the child. Children must be signed out every day by the adult who picks them up. In the event that a child is not picked up at 6:00 p.m., two staff will stay on site with the child until the child is picked up by his/her parent or other authorized adult. Failure to adhere to the pick-up time can result in the child's dismissal.

Staff will contact the child's parents/guardians at their work, cell and home phone numbers if a child is not picked up by the program closing time. If the child's parents/guardians cannot be reached, staff calls those listed on the child's Emergency Contact List. If the authorized emergency contact/alternate cannot be reached, staff notifies the SECC Program Coordinator, who contacts the Stratford Police Department. If the SECC Program Coordinator is not accessible, staff contacts the SECC Assistant Program Coordinator. If the SECC Assistant Program Coordinator cannot be reached the Community Services Administrator will be contacted. If neither is available, the Health Director is contacted. If the Health Director is not available, the Assistant Health Director is contacted.

The K-6 ASEP Head Teacher will periodically check with parents/guardians to make sure that the phone numbers and addresses listed on the child's enrollment forms are accurate and up to date.

Children are not released to any individual not authorized by the legal parent/guardian. In the event someone who is not authorized needs to pick up the child, the parent/guardian must call the SECC at 203.377.0689 and give verbal permission regarding the arrangement.

If parents/guardians are called for any reason to pick up their child from the K-6 ASEP, they must do so within one hour.

Attendance

Parents/guardians will inform staff of any anticipated absences in advance. If a child is absent from school or will be absent for the K-6 ASEP, parents/guardians must call the SECC at 203.377.0689 by 12:00 noon. Failure to call will result in a warning and a second failure to call will result in loss of transportation.

Health and Safety

Parents/guardians are expected to support procedures that concern the health and safety of the children.

Illness

A child cannot attend if they have:

- A temperature of 100 or above
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Severe cold/congestion
- Contagious diseases including roseola, strep, fifth disease, chicken pox, scarlet fever, coxsackie virus, croup, etc.
- Head Lice
- Ring Worm
- Rash of unknown origin

In some cases, a release from the physician is required for the child to return.

Parents/guardians are called to have their child picked up if they become ill during the program. Children must be picked up within **one hour** of parent/guardian notification. The child may return when they are free of symptoms and fever, without medication, for 24 hours.

Parents/guardians will notify staff if their child has been exposed to a contagious disease. They will be notified if it is necessary to keep their child from participation. Parents/guardians are notified if a child in the program has been reported to have a contagious disease. Stratford Health Department procedures are followed in the event of a suspected communicable disease.

Special Needs

Staff is not trained to handle the requirements of children with special needs. The SECC Program Coordinator reserves the right to speak with parents/guardians of children on medication or with a medical and/or behavioral health diagnosis before acceptance. Children must be able to function in a group setting and activities with reasonable accommodations. We encourage families with children who have an IEP to inform K-6 ASEP staff so that we can have families meet with our Educational Consultant to assure that the program can properly support the enrolled child.

Allergies

Allergies to foods, chemical or other materials must be listed on the medical form and noted by staff. All staff is informed of allergies. Children do not share or swap food or personal care items. For children with allergies, parents/guardians must provide an emergency action plan for staff to follow in the event of an emergency, as well as, supply necessary medication (i.e. Epi-Pen) with written parental consent and physician authorization.

Medication

Parents/guardians are asked to administer their child's medications before or after the K-3 ASP, if possible. Staff is certified by Bridgeport Hospital to administer oral, topical, inhalant and injectable medications. All medications prescribed or over the counter, must have written parental consent and physician authorization. Medications must be in their original containers and remain at the SECC; medications cannot go home with the child in the evening.

Prescription medications must have the child's name on the container with the name of the drug and directions for its administration and storage on the label. Staff will log the administration of medication including date and time of each administration, the dosage, name of staff administering the medication and the name of the child. Medications are stored in a locked file cabinet in the SECC Program Coordinator's office. Medication, which requires refrigeration, is placed in a labeled container in the black refrigerator in the kitchen. Medication cannot be expired. Staff is responsible for carrying medication on field trips/outings and keeping medication at the appropriate temperature, if required (i.e. in a cooler for medications requiring refrigeration).

Parents/guardians are responsible for bringing the medication and giving it to staff. Children are not allowed to bring over the counter or prescription medications.

First Aid

Staff is certified by the American Heart Association in the Heartsaver CPR. A fully stocked First Aid kit is on the premises and brought on all outings/field trips. Staff provides first aid to children with minor injuries such as bumps, bruises and scrapes; document it on an accident report; and inform the parent/guardian at pick-up time.

Medical Emergency Procedures

In the case of a more severe injury (i.e. broken bone, puncture wound, loss of consciousness), staff initiates first aid on scene, while other staff call 9-1-1 and the child's parent/guardians. Staff accompanies the child in the ambulance to the hospital of choice on the medical form or nearest hospital, if on a field trip and stays with the child until a parent/guardian or emergency contact arrives. Staff immediately notifies the SECC Program Coordinator who informs the Community Services Assistant Director. If neither is immediately accessible, staff notifies the Health Director. If the Health Director is not accessible, contact the Assistant Health Director. An accident report is completed.

During medical emergencies, other K-3 ASP participants are moved to another area until the ill or injured child is treated. Staff will stay with the K-3 ASP children and if needed additional staff from Community Services or the Health Department will be assigned to the SECC.

For children with allergies, diabetes and other chronic medical conditions, parents/guardians must provide an emergency action plan for staff to follow in the event of an emergency, as well as, supply necessary medication (i.e. Epi-Pen) with written parental consent and physician authorization.

Other Emergency Procedures

Staff is responsible to have the following items in a "Go Bag" and with the children at all times:

- Fully stocked First Aid Kit
- Registration Forms for all youth, including emergency contact numbers
- Emergency Permission Form
- Attendance list of youth and staff present
- Cell Phone (if staff are willing to use their personal cell phone)
- Flashlight
- Battery operated radio

In the event of a **fire**, staff will activate the fire alarm, which contacts the Stratford Fire Department and call 9-1-1. If there is a fire or the fire alarm sounds, the Head Teacher takes the "Go Bag" and staff line up the children and escorts them to the fence on Early Avenue. The Head Teacher takes attendance and staff waits with children, until cleared to return to building

by the Fire Department. If the building cannot be re-entered, parents/emergency contacts are called to pick up children. Children must be picked up within one hour. Staff stays until all children youth are picked up and indicate that the child has been picked up on the attendance sheet.

If the **power or water is out of service**, parents/emergency contacts are called to pick up children. Children must be picked up within one hour. Staff gathers the children in the K-3 ASP classroom, take attendance, stay until all children are picked up and indicate that the child has been picked up on the attendance sheet.

If a **tornado** watch is issued, the Head Teacher takes the "Go Bag" and staff gathers the children in the K-3 ASP classroom. Staff calls 9-1-1 to alert emergency personnel of their location and take attendance.

In the event of **severe weather** during program hours, parents are called to pick up their child as soon as possible. Children must be picked up within one hour. Staff gathers children in the K-3 ASP classroom and stay until all children are picked up and indicate that the child has been picked up on the attendance sheet.

In the event that there needs to be an **evacuation** of the SECC, staff will follow the emergency evacuation plan of the Town of Stratford. The Stratford Police Department will notify the SECC when to transport children via town bus or van. The Head Teacher will bring the "go bag" and contact the children's parents to inform them of their child's whereabouts. Two staff will remain with the children at all times and proceed with the children to the nearest town evacuation site, which is located at the Birdseye Municipal Complex, 468 Birdseye Street, Stratford.

Medical and Other Records

All information contained in the medical records and registration documentation is confidential and cannot be released without the written consent of the parents/guardians. In case of a medical emergency, confidential information will be released to medical personnel for treatment.

Suspected Child Abuse and/or Neglect

Child Abuse includes any non-accidental physical injury or mental injury, or injuries that are the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision and/or education. A child is considered neglected if he or she is abandoned, denied proper care and attention whether it is physically, educationally, emotionally, or morally. This also includes any child that is allowed to live under circumstances, conditions or associations that is injurious to the child's well being.

As childcare providers, all staff is mandated by Connecticut law to report **any suspicion** that a child is being abused, neglected or at risk to the Connecticut Department of Children and Families (DCF) hotline at 1.800.842.2288. 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 (DCF-136) to DCF. Staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e). All calls made to DCF are documented and kept on file at the SECC along with a copy of all statements from staff and the DCF-136 is also be kept on file. The following information is included in a child abuse/neglect report:

- Name, address, telephone number of Child
- Name(s) of Child's Parents/Guardians, their address(es) and telephone numbers
- Relevant information such as: Physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- The time and date of incident occurred
- Information on previous injuries, if any
- Circumstances under which the reporter learned of abuse
- Name of anyone suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child-if needed

Staff is required to take annual training focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the K-6 ASEP.

The SECC has a zero tolerance rule for any abuse or neglect of any child in the K-6 ASEP. Should there be an allegation or suspicion by a SECC staff member, management staff will take immediate action. Management staff will at all times work to protect the child and will also notify the child's parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect will immediately be removed from his/her position until the investigation by DCF is completed. Depending on whether or not the allegations are substantiated or not an employee may either be dismissed or allowed to return to work. When an accusation of abuse or neglect by a staff member is made, the SECC Coordinator will immediately notify parents or guardians that a report of abuse has been made to DCF.

A copy of this policy will be included in the parent information packet at the time of registration and located in the K-6 ASEP classroom at all times. Health care officials may also be called in case a child's parents may need to access the cause of the child's injuries or suspected abuse in order to offer parents or guardian's support and guidance.

Snack

The K-6 ASEP does not provide snack. Parents/guardians must provide a healthy snack and drink such as pretzels, crackers, fruit, apple sauce, apple juice or water. Snacks with peanuts, tree nuts or peanut butter, as well as, snacks with a high sugar or fat content are not allowed. Children are not allowed to share snacks.

Personal Belongings

All personal items must be labeled with the child's name. The Town of Stratford is not responsible for any missing or damaged belongings. Children do not wear each other's clothing, including hats.

Do Not Bring

- Video games and handheld electronics
- I-Pods and MP3 players
- Head phones
- Aerosol cans
- Cell phones (unless authorized)

- Weapons, toy guns, matches or anything which cause injury
- Staff takes these items and locks them in the office. Disciplinary actions including dismissal may occur. An incident report is completed. The item(s) is returned to the adult picking up the child at the end of the day.

Basic Rules of Conduct

Parents/guardians are expected to support and reinforce program rules. Parents/guardians with questions and concerns about staff or other children bring these to the attention of the SECC Program Coordinator. Parents/guardians' disrespectful behavior and/or language toward staff and/or children may result in their child's dismissal.

Misconduct is not tolerated and appropriate behavior is expected while on the bus to the SECC and in the program.

Children are expected to

- Be friendly and show respect.
- Not use profane or abusive language.
- Not hit, kick, bite, spit or engage in any kind of horseplay that is unsafe.
- Throw only recreational objects such as balls.
- Walk indoors.
- Tell staff when they need to use the bathroom or leave the group for any reason. On field trips/outings, children must stay with staff and be within the visual sight of staff.
- Wear shoes at all times.
- Listen and follow directions of staff.
- Not play inappropriate games.
- Not damage or steal SECC or personal property.

Discipline

The staff: student ratio 1:10 to ensure the safety and well-being of all children. Every effort is made for children to have fun and experience success; however, this program cannot meet the individual needs of every child.

Staff is trained to handle children in a positive manner and also to correct behavior as needed using progressive discipline, which includes:

- Reviewing the rules with the child.
- Providing verbal reminders and warnings to the child.
- Redirecting the child.
- Talking with the child privately about how to correct behavior.
- Removing the child from the activity for a short period of time.
- Seeking the assistance of the SECC Program Coordinator.

Failure or inability to follow the basic rules of conduct will be reported to the adult who picks up the child at the end of the day and documented in an incident report. Staff will ask parents/guardians for suggestions to manage disruptive behavior.

Misconduct can also result in suspension from the K-6 ASEP. A meeting with the parent/guardian, Head Teacher and SECC Program Coordinator is held prior to the child's re-entry to the K-6 ASEP.

Repeated incidents (three or more), serious misconduct (violations that endanger the safety and well-being of the child, other children and staff) or behavior that disrupts and negatively affects

the program can result in the child being immediately dismissed from the program. Parents/guardians are responsible for picking up the child immediately upon request. Fees are not refunded for children dismissed for misconduct.

Field Trips/Outings

Field trips and outings are periodically offered. Children who have incidents of misconduct or misbehavior on a previous field trip/outing (i.e. not following directions or leaving the group) may be suspended from the next field trip/outing.

Children's medications (including epi-pens and inhalers) are brought on field trips/outing and carried by staff only and kept at the appropriate temperature, if required (i.e. in a cooler for medications requiring refrigeration). Emergency contact information and medical information/release are also carried by staff on field trips/outing.

Every effort is made to include the expense of the field trip/outing in the fees. On some occasions, parents/guardians will be asked for additional money for participation.

Personnel Policies and Procedures

South End Community Center (SECC) K-6 After School Program (K-3 ASEP)

Staff is considered part-time and can work a maximum of 19 hours a week. Paychecks are distributed every Friday. Time sheets must be completed every Friday, previous to the pay period.

Background checks (with staff approval) and physicals are completed by the Town prior to the first day on the job.

Staff follows the Town of Stratford administrative, graphic standards and K-6 ASEP policies. As part of their orientation, they read these policies and sign off on them. Failure to comply with policies will be handled by the SECC Program Coordinator. Repeated incidents, poor performance or gross misconduct can result in immediate termination. Use of tobacco, alcohol, illegal substances or misuse of prescription medication during working hours is prohibited and grounds for immediate termination.

Staff will implement discipline policy. Staff is responsible for documenting all incidents by the end of the day, informing parents/guardians when the child is picked up. Serious incidents are immediately reported to the SECC Program Coordinator. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Community Services Assistant Director. If neither is available, contact the Health Director. If the Health Director is not available, contact the Assistant Health Director.

Staff will speak directly to the SECC Program Coordinator if they will be absent or late. Due to an emergency or illness, which requires the staff to leave during work, they are to speak directly to the SECC Program Coordinator. If the SECC Program Coordinator is not available, contact the Community Services Assistant Director. If neither is available, contact the Health Director. If the Health Director is not available, contact Assistant Health Director. There is no paid time off.

Staff is mandated by the state of Connecticut to report suspected child abuse and neglect. Staff is to report any concerns immediately to the SECC Program Coordinator, who will confer with Community Services Assistant Director and Clinical Coordinator. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Community Services Assistant Director. If neither is available, contact the Health Director. If the Health Director is not available, contact the Assistant Health Director.

Staff is to maintain confidentiality about children's medical records and other personal information.

Staff is to immediately report any serious injuries to children or staff, onset of any serious illness, or motor vehicle accidents of any nature to the SECC Program Coordinator as soon as possible. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Community Services Assistant Director. If neither is available, contact the Health Director. If the Health Director is not accessible, contact the Assistant Health Director. An accident report is to be completed and submitted at the end of the day.

Staff is responsible for a "Go Bag" with the following items to be kept with the children on site at the SECC, on the bus or off site on field trip items including the following items:

- Fully stocked First Aid Kit
- Registration Forms for all youth, including emergency contact numbers
- Attendance list of youth and present
- Cell Phone (if staff are willing to use their personal phone)
- Flashlight
- Battery operated radio

In the event of a fire, the Stratford Fire Department will be contacted by staff and the fire alarm will be activated contacting the Stratford Fire Department. Children will then proceed to line up and leave the SECC facility going outside the SECC parking lot fence located on Early Avenue. Attendance sheets and emergency phone numbers are to be taken with staff upon exiting the SECC facility. Once outside the building and in a secure location, attendance will be taken to ensure that all children and staff are present and accounted for. If it is not possible for staff and children to return to the SECC facility, staff will then proceed to notify parents via cell phone where to pick their children.

SECC Program Coordinator ~ Tymatha Sims
 203.377.0689
 203.243.7877

SECC Asst. Program Coordinator – Evelyn Barbosa
 203.377.0689

Community Services Administrator ~ Tamara Trojanowski
 203.385.4095

Health Director ~ Andrea Boissevain
 203.385.4090

Assistant Health Director – Greta Roberts
 203.385.4090

Parent Agreement Form

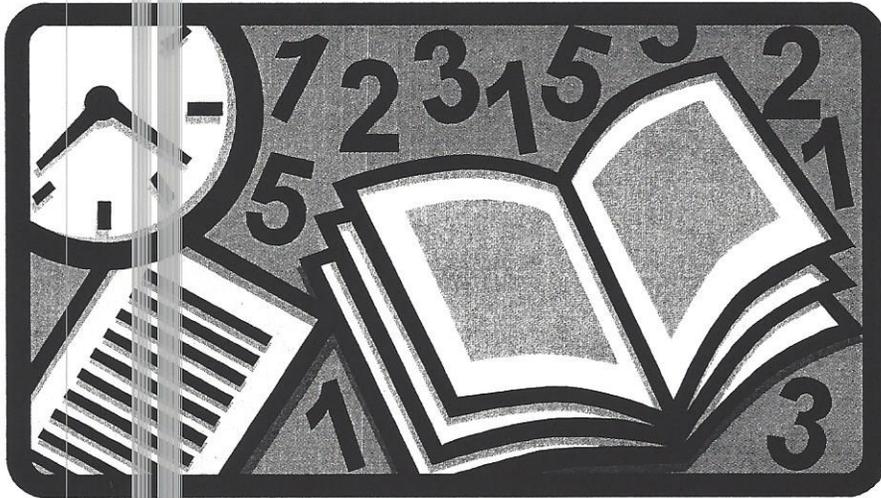
I _____ have received, read and understand the Town of Stratford, K-6 After School Enrichment Program Policies and Procedures manual. I understand that by signing this agreement I agree to adhere to and follow all program policies and procedures set forth by the Town of Stratford, K-6 After School Enrichment Program and the State of Connecticut Department of Public Health and Safety. I also understand that my failure to abide by set policies and procedures for the K-6 After School Enrichment Program may result in my child no longer being able to attend the program.

Parent / Guardian Signature

Date

Town of Stratford

K-6 After School Enrichment Program



South End Community Center

19 Bates Street

Stratford, CT. 06615

(203) 377 – 0689 Phone

(203) 377 – 1341 Fax

Ms. Ty Sims, SECC Program Coordinator

Child's Name: _____

School: _____

Grade: _____

Program Entrance Date: _____

Program Departure Date: _____

Town of Stratford
K-6 After School Enrichment Program

STUDENT ENROLLMENT FORM

PROGRAM ENTRANCE DATE: _____

PROGRAM EXIT DATE: _____

Child's Name _____ Age _____

Address _____ Birthdate _____

Parent/Guardian's Name _____

Daytime Phone _____ Evening _____ Cell _____

Email _____

Race (Circle One) Asian Black White American Indian/Alaskan Native
Native Hawaiian or Pacific Islander Multi-Racial (circle all races that apply) Other

Ethnicity (Circle One) Hispanic Not Hispanic **Sex** (Circle One) Male Female

Does child live with both parents? _____

If not, briefly describe any legal arrangement regarding custody and visitation. (If there is a legal custody arrangement, you must provide us with a copy of this legal document.)

Full business of mother: Name _____

_____ Phone: _____

Street # Street Town State Zip Code

Full business of father: Name _____

_____ Phone: _____

Street # Street Town State Zip Code

Child's physician to be contacted in case of emergency:

_____ Phone: _____

Child's dentist or orthodontist:

_____ Phone: _____

Hospital of choice in an emergency: _____

Medical Insurance: Name of Company _____ ID# _____

Parent/Guardian Signature _____ Date _____

PICK-UP INFORMATION

Name of person(s) authorized to pick up my child:

Name _____

Work # _____ Home # _____ Cell # _____

Email _____

Name _____

Work # _____ Home # _____ Cell # _____

Email _____

Name _____

Work # _____ Home # _____ Cell # _____

Email _____

The above listed person(s) have permission to pick up my child.

Parent/Guardian's Signature _____ Date _____

PLEASE NOTE: If there are any special release conditions of which the K-6 Staff should be aware, please feel free to discuss the information, in confidence, with the K-6 Program Coordinator or the SECC Program Coordinator.

- The adult picking up child must sign out for the child, giving their name and time of pickup.
- Children will only be released to those persons listed on the pickup information form. Any other person arriving for pickup should have a note signed by parent.

A copy of any legal custody document is needed if you wish to prevent a person from picking up your child.

Medical Emergency Form



In the event that there happens to be a medical emergency and/or personal emergency, accident or illness, I grant permission for the Town of Stratford K-6 After School Enrichment Program located at the South End Community Center to arrange for my child to be transported to the hospital indicated on my enrollment application. I also give permission for my child to receive medical treatment from medical personnel. I also understand that I will be informed immediately if emergency services are needed and I will be told where my child will be transported as soon as possible.

In the event that I cannot be contacted I authorize the following individuals to be contacted and informed of any emergency services my child may need. I also understand that this individual will also be told where my child will be transported to as soon as possible.

Emergency Contact Name: _____

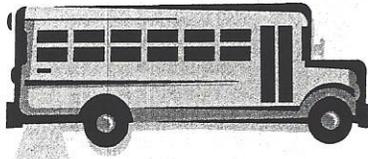
Emergency Contact Phone Number: _____

Relationship to Child: _____

Parent/Guardian Signature: _____

Date: _____

**Town of Stratford
K-6 After School Enrichment Program**



Authorization to Pick Up

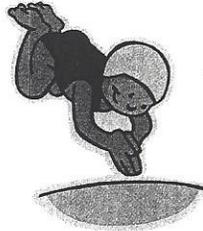
I _____ give permission to the Town of Stratford
K-6 After School Program and its staff to pick my child

_____ from bus _____ and admit him/her to the K-6 After
School Program located at the South End Community Center located on 19 Bates Street
each day that he/she participates in the program. I also agree to inform the K-6 staff
when my child will not be attending school or the K-6 program by 12:00p.m. on the day
that he/she will not be needing to be picked up from his/her bus stop.

Parent/Guardian Signature: _____

Date Submitted: _____

Town of Stratford
K-6 After School Enrichment Program



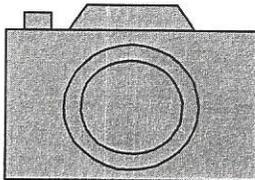
Swim Program Permission Slip

I give permission for my child, _____

To participate in the Town of Stratford Recreation Departments Swim Program at Flood Pool. I also give permission for my child to be transported to and from Flood Pool to participate in the swim program.

Parent/Guardian Signature

Date



Permission to Photograph

I give permission for the Town of Stratford K-6 After School Enrichment Program to photograph my child and to use my child's picture or video image for future marketing projects and website development. I also understand that the Town of Stratford K-6 After School Enrichment Program will not use any names or other personal information in the production except my child's physical image.

Parent/Guardian Signature

Date

South End Community Center
K-6 After School Enrichment Program
Policy Agreement

I understand and agree to the following policies of the South End Community K-6 After School Enrichment Program:

- The following information must be completed and submitted prior to enrollment:
 - ✓ Enrollment Form, Transportation Permission Form, Payment Agreement.
 - ✓ A current physical form and immunization record.
- The operating hours for the K-6 After School Program are Monday-Friday from 3:00 p.m. - 6:00 p.m. The K-6 Program operates on school half days from 1:30 p.m. - 6:00 p.m. and on limited school vacation days as listed on the program calendar. The K-6 Program is closed on all school holidays.
- The K-6 Program is open to unannounced parent/guardian visits during our operating hours to enable parents/guardians to observe their children in the program.
- Children are not released to anyone except those persons with specific written permission. Teachers also release children to all parents/guardians; unless a court order indicating sole custody has been awarded to one parent/guardian is provided to the Program Coordinator.
- Parents/Guardians agree to support and reinforce program rules and procedures that concern the health and safety of all of the children enrolled in the K-6 Program. It is the responsibility of all parents/guardians to abide by all policies.
- As required by the State of Connecticut law, all suspected child abuse is reported by K-6 Program staff to the Department of Children and Families.
- Children may not attend the program with any illness that threatens the health of the other children. Health Department regulations governing periods of contagious infection will strongly be enforced. Any children with a temperature of over 100 degrees are not allowed at the center and must be picked up immediately upon notification by a staff person.
- Parents/Guardians authorize that in the event of a medical emergency, medical services can be arranged for immediate medical attention.
- A child may be discharged from the program for one of the following reasons: **a.)** The needs of the child cannot be served at the center **b.)** The parents/guardians do not comply with the policies, such as but not limited to:
 - ✓ cancellation of Care for Kids certificate.
 - ✓ failure to pay program fees.
 - ✓ failure to submit required forms or documents (i.e. health forms).
 - ✓ failure to adhere to program pickup time of 6:00 p.m.
 - ✓ behavior of child that is deemed detrimental to the other children at the SECC.
 - ✓ behavior of parents/guardians that is not respectful of program staff and/or children.
- No refunds, reduction or credits will be given for closing due to inclement weather, illness, holidays, vacations, or suspensions from the program.
- Children must be able to independently change their clothes and toilet themselves.
- Parents/guardians are responsible for notifying program staff of any changes to their child's emergency contact list and phone numbers as soon as possible.
- The program closes **promptly** at 6:00p.m. A late pick-up fee of \$10.00 for every 15 minutes, or part thereof that the child remains in the program after 6:05 p.m. is charged. And an additional \$5.00 every 5 minutes thereafter is also charged.
- The parents/guardians agree to arrange for their children to be picked up from the program if he/she becomes ill and keep their child home until his/her physical condition is safe and appropriate for the program.

- In cases of bad weather and early closure of the program, parents/guardians are responsible to make sure that their child is picked up in a timely manner from the program site.
- The Town of Stratford K-6 After School Enrichment Program reserves the right to change the tuition fees with 30 days written notice.
- Families who receive Care4Kids must pay \$60 non-refundable registration fee for all of the children they are registering and half of their month's tuition until Care4Kids notifies and/or makes payment on behalf of the family.
- Families are entitled to reimbursement of fees only in cases where they have an overpayment or payment has been made on their behalf by a third party, such as Care4Kids.
- Care4Kids is called on the 16th of every month to verify that families receiving Care4Kids are still in good standing and that payment will be made on their behalf.
- All fees for the K-6 Program are due no later than the 15th of every month. Fees not received by the 15th will incur an additional late fee of \$15. Failure to submit fees by due date will result in your child not being allowed entrance into the K-6 Program and your child not being picked up from school.
- The Town of Stratford K-6 After School Enrichment Program is in session based on the Stratford Public School calendar and inclement weather schedule.
- Parents/guardians inform K-6 After School Enrichment Program staff when their child will not be attending the program.

Child's Name: _____

Signature of Parent / Guardian: _____

Date: _____

Suggested Nutritious Snacks



K-6 After School Enrichment Program

Pretzels Yogurt
Fresh Fruit Applesauce
Lowfat Pudding Breadsticks
Fruit Cups (unsweetened) Rice Cakes
Whole Wheat Crackers (i.e. Triscuit, Matzos)
Lowfat Cheese or cheese sticks
Dried Fruit Hummus
Tortilla Chips Air popped popcorn
Corn chips with salsa hard boiled eggs
Low sugar cereals (i.e. Cheerios, mini wheats)
Kettle baked chips Raisins
Fresh vegetables (i.e. carrots w/ dip, celery)
Reduced fat potato chips
Fig Newtons

****Please refrain from sending your child with any snacks having nuts****

Town of Stratford
K-6 After School Enrichment Program
Behavior Modification and Parent Support Agreement

Student Behavior

Students that participate in the Town of Stratford, K-6 After School Enrichment Program are expected to demonstrate good behavior at all times while in the program as well as riding the bus to and from the program if they are transported by the Department of Recreation. It is also understood that students will be courteous, and respectful to all program staff and to each other. It is also important that children also recognize the value of South End Community Center and Birdseye Complex property and take care not to damage it.

Parent Behavior

It goes without saying that all parents or guardians of children participating in the K-6 Program are expected to be courteous and respectful of both the staff and children in the K-6 Program. Any questions or concerns regarding staff are to be immediately brought to the attention of Ty Sims, South End Community Center Coordinator. Ms. Ty will then address concerns as deemed necessary with program staff. Parent or guardians who have issues with other children in the program are to address those issues with program staff or to Ms. Ty and not directly to the child in question. Parent/guardians who fail to meet these requirements may be asked to no longer send their child to the program and/or pickup or drop off from the K-6 Program.

Suspension

For more serious offenses like violating bus/van rules, inappropriate behavior etc. the Town of Stratford, K-6 After School Enrichment Program reserves the right to suspend a child from the program. In the event of suspension, the child will not be readmitted until a meeting has been set up with the child's parent/guardian, K-6 After School Program Coordinator and Ty Sims, SECC Program Coordinator.

Student Emergency Forms / Contact Information

Upon registration to the Town of Stratford, K-6 After School Enrichment Program parents were asked to submit working phone numbers in case of emergency please make sure that you notify program staff immediately when any of your contact information has changed. We also need to be notified in writing as soon as possible if your child is going to be picked up by someone else other than who is on their pickup list. Please advise this person to bring proper identification or the child will not be released. If the child is not released and also not picked up by the close of the K-6 Program a late fee will be charged.

Dismissal of Children Due to Weather

As we get closer to the winter months we ask that you be mindful of weather conditions etc. Please make sure that arrangements are in place to have your child picked up in a timely manner. To assure the safety of you, your child and program staff please make sure that on days of inclement weather you make every effort to pick up your child as soon as possible.

Attendance

We understand that situations and circumstances may arise that may cause your children to either not attend school or be picked up early from school. On these days we ask that you contact the South End Community Center office at 377-0689 by 12:00p.m. and leave a message for K-6 After School Enrichment Program staff that your child has either been picked up early from school or will not be attending the program. This assists us with being able to make our van runs and plan for our enrichment components. It is policy that on days your child does not attend