

Enrollment Package 2011
Easton Community Center Before and After School Program
190 Putting Green Road
Fairfield, CT 06825

Registration:

A \$75.00 non-refundable annual registration fee per child is required to reserve your child's space in the program each school year.

First-Time Enrollment:

With enrollment, the Program requires deposits to be held on account.

- **Requirement is \$100 per child**

The deposit will be held and rolled over year to year. The deposit will be applied towards the last installment payment of the last year of your child's enrollment to the program.

- **You must submit the most recent copy of your child's Annual Physical Examination/Immunization Record. It must be dated within one year of enrollment.**
- **Extra Kindergarten Fee if utilizing our program for Early Dismissal from September 1-9.**
- **For your convenience, if you do not submit a check for the registration fee and deposit along with your enrollment forms, we will automatically charge your credit card on file.**

The fees are payable by check to Easton Community Center or by Credit Card (M/C & Visa).

Payment and forms can be returned to the ECC Before and After School Program, by mail (364 Sport Hill Road, Easton, CT. 06612) or if paying by credit card call (203) 459-9700. Your payment can also be hand delivered to the Head Teacher, Lori Mangano, during program hours.

Please include the following forms:

Fee Agreement Form-Field Trip Permission Slip/ Discipline Policy Acknowledgement-Medical Treatment for a Minor Form-Pick Up and Emergency Contact Form-Automatic Payment Sheet

Any questions, please contact Easton Community Center.

Lori Mangano, Program Director/Head Teacher (203)414-6816 L.Mangano@eastoncc.com

Joel Silkoff, Easton Community Center Facility Director (203)459-9700 J.silkoff@eastoncc.com

2011-2012 Tuition Fees: * Includes early dismissal on Wednesdays @1:10PM

** Part time 3-Day Schedule will be selected by parent/guardian at time of registration

PROGRAM	5-DAY	3-DAY
BEFORE SCHOOL Grades K-5	\$125.00	\$95.00
AFTER SCHOOL –Kindergarten*	\$240.00	\$185.00
AFTER SCHOOL Grades 1-5	\$205.00	\$160.00
FULL TIME (AM & PM) Grades K-5	\$299.00	

****Kindergarten Care for Early Dismissal at Beginning of School Year:**

During September 1-9, the kindergarten school day ends at 1:10PM Monday-Friday. The extra fee for the kindergarten care during this time is \$12 per day.

Payments: Monthly tuition is due by the 1st of each month starting with September 1st which will be your payment that covers October. There will be ten payments. The April payment will include the \$75 registration fee per child, deposit if a new registration and the first month's tuition for the following school year, per child. All tuition/fees are due even if the child is absent for any reason, as you are paying for a spot filled by your child. Costs are incurred even in your child's absence.

Tuition is payable by credit card, cash (receipt given) or by check payable to: Easton Community Center. If you wish to have your credit card billed automatically on the first of each month, please indicate on the blue registration form. We will invoice and send receipts monthly via email so it is very important that we have your correct email address. Checks may be given to NSS staff or mailed to ECC, 364 Sport Hill Road, Easton, CT 06612.

Returned Check Fee: \$25.00 All fees are not refundable.

Late Pick-up Fees: Beginning at 6 pm, the parent/guardian will be charged a \$10.00 late fee, and an additional \$10.00 for every 15 minute period that follows. This charge will be invoiced on the next billing period. Please read Parent Handbook for additional policies and procedures.

Easton Community Center Before & After School Program

Enrollment Fee Agreement

2011/2012 school year

Early Bird Special Discount Incentive Program:

If all 10 installment payments are paid in full by June 1, 2011, you will receive a 5% discount.

Family Discounts (families with more than 1 child enrolled):

A \$20.00 per family discount will be applied if there is more than one (1) child from the same family enrolled in the Program. This discount would apply to the youngest child.

A fee agreement must be completed for each child enrolling in the program.

Parent/Guardian Name(s):		
Child's Name:		
Date of Birth:		
Program (hours/day):	am	pm
Days of the week: (circle)	Monday Tuesday Wednesday Thursday Friday	
Monthly Tuition:		
Registration Fee:	\$75.00 / child - Paid Yearly	
Deposit	\$100 per child Will remain on account and applied to the last 2 weeks of enrollment	
Start Date	Sept 1, 2011	

Parent's Signature: _____ Date: _____

Parent's Address: _____

Parent's City, State, Zip: _____

Parent's Phone: (Home): _____ (Work): _____ (Cell) _____

E-mail Address: _____

Mother's Employer Name _____ Father's Employer Name _____

Employer Address _____ Employer Address _____

Employer Phone Number _____ Employer Phone Number _____

I am aware that if my tuition is not received by the 7th of any given month, my credit card information kept on file, will be automatically charged in order for my child(ren) to remain in this program.

Parent / Guardian Signature

Easton Community Center Before & After School Program

190 Putting Green Road, Fairfield, CT 06825

I have read and discussed the ECC Before and After School Discipline Policy for the 2011-2012 school year.

Parent / Guardian Signature

Field Trip Permission Slip

DATE: September 2011 through June 2012

I _____ give _____ permission
Parent/Guardian-Please Print Child's name

to participate on the field trip to the following locations at the North Stratfield School:

Upper Back Playground
Lower Playground
Back Black Top Area
Front Playground
Front Black Top
Soccer Field
Library
Media Center
Reading Room
Classrooms

Parent/Guardian Signature

Easton Community Center Before & After School Program

AUTHORIZATION FOR STUDENT PICK-UP

The names of at least one or two individuals, in addition to parents, who are authorized to pick up your child, must be on file with the program. If anyone else will be picking up your child, it is imperative that you notify the program in writing using a yellow Change of Plan form on or before the day in question. The staff will not release a child to anyone who is not authorized in writing for pick-up.

Child Information

Name:	_____
Parent/Guardian Name:	_____
Home Phone:	_____
Work Phone:	_____
Cell Phone	_____
Address:	_____

Password for Unusual Pickup Authorization

This password should be kept confidential. Only the parent and the Head Teacher/Director will know it. The password is used as a means of positively identifying a parent if they call the center to authorize an unusual pick-up. The pick-up person does not need to know the password. They will need to show a photo ID.

Authorized For Pick-Up and Emergency Contacts (including parents)

Name	Relationship	Phone Number
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Address		
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Name	Relationship	Phone Number
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Address		
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Name	Relationship	Phone Number
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Address		
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Name	Relationship	Phone Number
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Address		
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If the ECC is cancelled due to inclement weather in the afternoon, the alternate plans for my child(ren) are: Please circle one: Bus or Walker and picked up by _____

**Easton Community Center
Before & After School Program
2011-2012**

AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

In the event of an emergency requiring a physician's care, do you wish us to call your family physician?
Yes No (if yes, please provide the following)

I (we), _____ and _____, do hereby state that I am (we
are) parent(s) or legal guardian(s) of _____, who resides with me.

I (we), _____ authorize for emergency purposes only, a designated employee of
the ECC Before/After School Program to transport the above minor by ambulance, and consent to any
necessary examination, anesthetic, medical advice and/or medical treatment from a physician or surgeon
licensed to practice medicine in the State of Connecticut.

Allergies to drugs or foods

Please list any special medications or pertinent information

Pediatric Physician & Dentist Information:

Doctor's Name:	_____
Doctor's Office Name:	_____
Doctor's Office Phone:	_____
<hr style="border-top: 1px dashed black;"/>	
Dentist's Name:	_____
Dentist's Office Name:	_____
Dentist's Office Phone:	_____
<hr style="border-top: 1px dashed black;"/>	
Hospital Name:	_____
Hospital Phone Number:	_____
Insurance Carrier:	_____
Policy Number:	_____
Primary Insured:	_____

Authorization

Parent(s) / Legal Guardian(s) Signature(s)

Date

Please keep this policy for your records. Please do not submit this with your forms.

DISCIPLINE POLICY

Implementation of Discipline Policy

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self control.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

Basic Ground Rules for Participants

- 1. Always stay within the specified areas of the ECC Program with a staff member. Never wander off on your own.**
- 2. Always listen to the directions of the staff members/playground assistants. If you don't understand or agree, listen first and discuss with the staff member later.**
- 3. Keep your body to yourselves. No hitting, kicking, spitting or fighting is allowed.**
- 4. If someone hurts you, tell him or her to stop and tell a staff member right away. Don't hurt them back.**
- 5. Leave other people's belongings alone. Do not take other people's things without permission.**
- 6. Be respectful of the property (games, toys, etc.) of the ECC program and school – treat it like your own.**
- 7. Think about the words you speak. Words can help and words can hurt. Using inappropriate or nasty words, teasing and making fun of others is not allowed.**

In the event that a child fails to follow these basic rules, or other directions given by the staff, a sequence of corrective techniques will be employed by the staff to help the child and to avoid any possible disruption.

Step 1 – Reminder of Rule(s)

In the case of a minor behavioral situation, the child will be reminded of the rule he or she is forgetting or breaking and be asked to correct the behavior accordingly. Such correction may include an apology to the other child(ren) or staff member in question. Most issues are addressed at this level with the staff member in order to correct small lapses in judgment.

Step 2 – Time Out

If a child seems to be having difficulty with correcting inappropriate behavior, by either repeating behaviors already identified as unacceptable or refusing to acknowledge the seriousness of an infraction, staff members may utilize a "time-out". This calls for a staff member to separate the child from the group's activity and discuss more in depth the reason for the "time-out". The duration of the "time-out" depends on the age of the

child, nature of the presenting problem and the judgment of the staff member in charge. The child will remain under constant supervision during the “time-out” period. At the conclusion of the “time-out”, the child will be reunited back with the group and rejoin the activity. The parent will be notified of the situation by the staff member in charge. All incidents describing the situation which led to the “time-out” will be documented in the child’s file.

Step 3 – Calling Parents

If it becomes clear that a child in the program is not responding to the staff’s attempts to help correct an unacceptable behavior, you will be contacted about the current situation. Sometimes a child may want to “test the system”, not quite believing that the staff and parents communicate about unacceptable behavior. By contacting you, a child may realize that inappropriate behavior at the ECC program carries consequences. Therefore, we may contact you in their presence and ask you to reinforce our efforts over the phone with your child so that they understand that both the staff and parents take the Program Rules seriously.

Step 4 – Suspension from the Program

In the rare event that a child fails to respond with a change in behavior after experiencing the 3 steps outlined above, or in the event that the problem is serious enough to skip directly to this point, the Program Director/Head Teacher will contact you that your child must be picked up from the program immediately and a one-day* suspension will be required to take place the next day the child is scheduled to attend. At this time, the circumstances surrounding the problem will be explained fully and we may suggest a meaningful duration of suspension from the ECC Before and After School Program.

* First Offense: One-day suspension

If a child continues to display disruptive behavior or has any other difficulties adjusting to the program, the situation will be discussed with the Program Director/Head Teacher and the parent(s) in order to provide recommendations for developing a plan toward resolution.

Second Offense:

If another offense should occur that results in suspension, the Program Director/Head Teacher will enforce a suspension up to one week.

In the event that suspension from the program is ineffective or deemed insufficient to address the problem behavior, we may exercise our right to terminate a child’s enrollment for the remainder of the school term. The Head Teacher will contact the program’s consultants for advise before step 5 is implemented.

Third Offense: Consideration for Step #5

Situations that could possibly lead to this step may include serious, willful injury to another child or staff member; blatant disregard for the safety of other children and/or staff; serious, willful destruction of another person’s belongings or ECC/School property; and/or a child’s clear statement of intent to disregard the program rules and/or staff’s directions.

Step 5 – Dismissal from the Program

If a child continues to display disruptive behavior or has any other difficulties adjusting to the program, the situation will be discussed with the Program Director/Head Teacher and the parent(s) in order to provide recommendations for developing a plan toward resolution.

Dismissal from the program is seriously considered when the health, safety and welfare of the child(ren) are of concern, other children or staff are at risk, or when it affects the productive operation of the program

The Program Director/Head Teacher reserves the right to permanently remove any child(ren) from the program based on, but not limited to:

- violations of the pick-up policy
- persistent disciplinary problems with the child
- Unproductive interactions on the part of the parents/ guardians and any other situations that interfere with the ability of the program to provide an effective and positive environment for the children.

