

New Enrollment

Child's Name: _____

Office Use Only:

Received by: _____

Date: _____

Time: _____

Holland Hill Enrollment Package Checklist:

Please review all forms prior to submitting to ensure they are completed, dated, and signed.

- Fee Agreement Form
- Payments
 - \$100 Annual Registration Fee (per child)
 - \$100 Deposit (New Participants Only)
- State of CT Health Assessment Record with Immunization Record (New Participants Only)
- Parental Consent Form
- Emergency Contacts & Authorization for Pick-up/Medical Treatment for a Minor Form
- Automatic Payment Request Form

***IF* your child has a medical condition such as asthma/allergies**

OR

***IF* your child requires medication(s) during childcare hours
these additional forms are required by the State of Connecticut:**

- Action Plan for Allergies if Anaphylactic or Asthma and Mild Allergies Care Plan Form – This form is required when a medical condition is present, even if no medication is needed during childcare hours.
- Authorization for the Administration of Medication/Authorization for Medical Treatment of a Minor – A parent's and a doctor's signature are required.
- Medications - If needed during childcare hours medication(s) must be submitted in original containers, properly labeled, and not past the expiration date.

If these medical requirements are not met, the ECC has the right to refuse medication and childcare services until they are met.

Enrollment Package 2019-2020

ECC Holland Childcare Program

105 Meadowcroft Road

Fairfield, CT 06825

Registration:

A \$100.00 non-refundable annual registration fee per child is required to reserve your child's space in the program each school year.

- **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.**

First-Time Enrollments:

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

- **Requirement is \$100** deposit 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.

Any questions, please contact:

Casey Jadach, Easton Community Center Childcare Coordinator (203) 459-9700 casey.jadach@eastoncc.com

2019-2020 Tuition Fees

PROGRAM	5 Day
BEFORE SCHOOL Grades K-5	\$175
AFTER SCHOOL Grades K-5	\$270
FULL TIME (AM & PM) Grades K-5	\$375

Program Hours

Before Care – 7:00am – 8:00am

After Care – 2:45pm – 6:00pm

*Children must be in our program by 7:45am or they will have to wait with an adult until school doors open.

Payments: Monthly tuition is due by the 1st of each month. There will be ten equal payments starting with June for September. There are no payments for July and August. 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.

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 that on the Automatic Credit Card form. Otherwise, we will **only** automatically charge your card if we do not receive payment by the 7th of the month. 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 ECC staff at North Stratfield or mailed to ECC, 364 Sport Hill Road, Easton, CT 06612.

Returned Check Fee: \$25.00

All fees are not refundable.

Declined Credit Card Fee: 1st time no charge, 2nd time \$10 fee, 3rd time \$20 fee

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 the Parent Handbook for additional policies and procedures.

Late-payment: If habitual late payments are made or a payment is 1 month late, the ECC reserves the right to remove a child from the program.

The individual who signs the agreement will be the individual responsible for the tuition payments.

I have read and agree to the returned check, declined credit card, late payment and late pick-up fee policies.

Parent/Guardian Signature: _____ Date: _____

****Please keep this discipline 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 staff member, 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 yourself. 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 tolerated.

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. 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 – Early Pick-Up

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 and may be asked to pick-up your child immediately. If an immediate pick-up is not possible, 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. The child may be asked to sit out of activities for the rest of the program that day if they cannot regain composure.

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 and tell you 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 our program.

First Offense: Early pick-up and 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 advice 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 Childcare Director 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
- demonstrates aggressive or threatening behavior towards staff or children such as hitting, kicking, biting, etc..
- 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.
- Failure to provide/discuss all pertinent information and documentation related to a child's IEP, behavioral reports and past or present diagnoses pertinent to the child's success in the program.

*If any child destroys school property during our program hours, his or her parent will be responsible for any expenses deemed necessary by the school.

By being a participant in the childcare program, you receive the following benefits:

- Priority enrollment for next year's childcare program
- Member rate on Vacation Day Camps
- Member rate on Parents Night Outs,
- Special Summer Camp discounts during the month of March

For Office Use: Date rec'd: _____ check # _____ cc _____

**ECC Holland Childcare Program
Enrollment Fee Agreement
2019/2020 school year**

Early Bird Special Discount Incentive Program:

If all 10 installment payments are paid in full by June 1, 2019, you will receive a 5% discount. Or if you pay your yearly tuition in one installment at time of enrollment, you will receive a 5% discount.

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

A \$20.00 discount per additional child for full-time participants and \$10 discount per additional child for part-time participants will be applied if there is more than one (1) child from the same family enrolled in the program. This discount will apply monthly to the youngest child's fees.

Parent/Guardian Name(s):			
Child's Name:			
Date of Birth:			
Level of Service: (circle)	AM 5 Day (7-8AM)	PM 5 Day (2:45-6PM)	FULL (AM&PM)
Grade During 2019-2020 School Year:	Grade _____		
Gender: (circle)	Male	or	Female
Monthly Tuition: (circle)	\$175	\$270	\$375
Registration Fee:	\$100.00 / per child - paid yearly		
Deposit: (Does not apply to re-enrollments)	\$100 per child Will remain on account and applied to the last monthly payment		
Start Date:	Thursday, August 29, 2019		

I have a second child I am enrolling in the Fall of 2019: Please circle one: Yes or No

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 and, will be automatically charged in order for my child(ren) to remain in this program.

Parent / Guardian Signature _____

**ECC Holland Childcare
105 Meadowcroft Road
Fairfield, CT 06825**

Parental Consent Form

_____ I have read and discussed (if needed) the ECC Holland Childcare Program Discipline Policy
(Initial) for the 2019-2020 school year.

_____ I give permission for my child _____ to participate in the program at
(Initial) (Please print child's name)
the following locations at the Holland Hill School campus:

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

_____ I give permission to the ECC for photographs taken during childcare to be used in promotional
(Initial) materials.

_____ I give the ECC representatives and school personnel permission to discuss, inquire and share all pertinent
(Initial) information and documentation related to my child when circumstances justify. This includes but is not limited to a child's IEP, behavioral reports and data, past or present diagnoses and all past school and ECC records.

_____ If the ECC is cancelled due to an early closing in the afternoon, the alternate plan for my
(Initial) child is:

Please circle one:

Bus

Walker - And picked up by _____

Child's Name

Parent/Guardian Signature

Date

Print Name

Easton Community Center

Emergency Contacts & Authorization for Pick-up

Holland Hill School **North Stratfield School** **Stratfield School** **Playtots Preschool** **ECC Camps**
DCCC.70170 **DCCC.16645** **DCCC.70475** **DCCC.16494** **YCYC.00647**

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 ECC. The ECC staff shall not release a child to anyone who is not authorized in writing for pick-up.

Child's Name: _____	D.O.B.: _____
Parent/Guardian's Name: _____	Parent/Guardian's Name: _____
Cell Phone: _____	Cell Phone: _____
E-mail: _____	E-mail: _____

Password for Unusual Pickup Authorization

This password should be kept confidential. Only the parent and the ECC staff 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. This password may also be used for the curbside sign-out. The pick-up person does not need to know the password. They will need to show a photo ID.

Check here if a court order exists limiting who may pick up your child/children from childcare. Please bring in a copy of the court order and a picture if available. Otherwise, we will assume that either parent can pick up your child or children.

Emergency Contacts & Authorized For Pick-Up (Other than parents)

Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

Please list any necessary additional Emergency contacts and authorized pick-up on the back of this form

Doctor Information

Name _____ Phone _____

Address _____ Town _____ Zip _____

Preferred Hospital _____ Town _____

In the event of an emergency requiring a physician's care, do you wish us to call your family physician?
 Yes No

AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

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 Easton Community Center 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: _____

Signature (Parent or Legal Guardian) _____
Date

ECC Holland Childcare Program

Automatic Payment Request Form (Mandatory)

Please indicate if you would like your credit card information below to be automatically charged by the first of each month, by checking off “automatic payment.” This credit card information will be held on file at the Easton Community Center and will only be available to our employee that is responsible for receiving tuition payments for processing.

- Please check one:** **Automatic payment each month**
- Only charge my card if payment is not received by the 7th of any given month**

Child’s Name(s) _____

Card Number _____

Expiration Date _____ 3-digit code on the back of your card or 4-digit CID for AmEx

Name on Card _____

Your Phone Number _____ Monthly Tuition Amount if Known _____

Billing Address including House Number and Zip Code _____

Parent Signature _____ Date _____

Once the charge has been processed, you will receive an email confirmation for your records.

For Office Use Only

	Date	Employee
Add to member comments		
Level of service		
Grade		
CCARE		
Add cc to household		
Link CC for autopay YES or NO		