

# **Easton Community Center**

*ECC Holland Childcare*  
**Before and After School Program**  
**105 Meadowcroft Road**  
**Fairfield, CT 06824**

**ECC Holland Childcare 203-923-3333**  
**Easton Community Center 203-459-9700**  
Tax ID # 06-1489872

**Parent Handbook**  
**Purposes and Objectives**  
**Operating Policies and Procedures**

Dec. 2015

## **ECC Mission Statement**

The Easton Community Center, Inc. (ECC) is committed to providing cultural, educational, recreational and social opportunities and to designing creative and high quality programs which will enhance the mental and physical well-being of children, teens and adults within the greater Easton community.

## **OBJECTIVES**

- Maintain a State Day Care License and operate as a non-profit organization to offer affordable fees to all Holland Hill families served.
- Is a contemporary educational and recreational program designed by qualified professionals who will provide meaningful activities in a safe and dynamic learning environment.
- Meet the social, emotional and physical needs of the children in an environment that fosters positive youth development.
- Operate during the Fairfield Public School year with services provided during conference days (early dismissals). There may be a program during the winter and spring vacations at the Easton Community Center for an additional fee.

## **PROGRAM DESIGN**

The ECC After School Program is supervised by a certified Head Teacher, Playground Staff, and a ratio-based staff in conjunction with the State of CT Day Care Licensing. The ECC will maintain a Parent Advisory Board that will be comprised of parent volunteers who will give advice and first hand feedback of the program to the Head Teacher, Childcare Director and ECC Facility Director. This information is used to determine how we may better meet your family needs and improve the program.

The program is designed to offer children both self-guided and collaborative group activities in a rich social environment. By design, the program is set up to provide a bridge between home and school.

The ECC Program will maintain a student to staff ratio of 10:1 at all times.

On the first day of the program, the children will be oriented to the rules and guidelines of the program. During the daily schedule children are afforded an opportunity of free choice from a variety of programs as well as structured activities.

The Head Teacher will serve as the first point of contact or the liaison for all parent concerns regarding staff and program design. If a parent/teacher conference is needed, it may be done by telephone as not to infringe on time nor violate confidentiality. However, if serious concerns arise, meeting may be required. The Facility Director or Childcare Director will be available to meet and discuss any concerns that participants may have in regard to the program or the staff.

**ECC Holland Childcare Head Teacher-(Dawn Monteiro) 203-923-3333**  
**Easton Community Center Facility Director (Joel Silkoff) 203-459-9700**

## **PLAN FOR CONSULTATION**

We are required to have an education, health and dental consultant as per state licensing.

All consultants will be available for annually reviewing our policies, and reviewing our in-service education programs. They will be available for advice and consultation regarding the program by telecommunication and in person.

## **STAFF DEVELOPMENT**

The ECC Holland Childcare will offer continuing education and developmental plans to the staff members based on the staff's needs.

## **ABSENCES**

Please inform ECC of ALL absences from the program. Just as the school is notified if a child is going to be absent, ECC Holland Childcare also needs to be notified if a child is not going to be attending the program as scheduled to insure each child's safety.

If your child is not present or ill and unable to attend the day they were registered for, please call the answering machine and leave a message.

Telephone Number: **203-923-3333**

Please state: Child's Name and confirm that your child will not be attending on specified date.

## **ADMISSION TO THE PROGRAM**

Admittance into the program is contingent upon receipt of program releases, applications, and all required forms and deposits.

The ECC does not discriminate on the basis of race, national origin, religion, gender, income or disability. Inquiries related to special needs requiring accommodations should kindly be put in writing, upon application, to the ECC Head Teacher. Questions regarding the policies of the ECC should be directed to the ECC Facility Director.

## **CHILDREN WITH SPECIAL NEEDS**

Students with special needs may enroll and participate in the after school program. However, our staff may not be trained in special education. To ensure that there is adequate and safe supervision for all children in the program, the following procedures will be followed before a child may enroll:

- The parent or guardian must contact ECC to set up a pre-enrollment conference, within 10 school days from the date of application. The purpose of this pre-enrollment meeting is to determine proper staffing, special training needs and other student needs.
- At the conference, a discussion between ECC, the parent and/or guardian and our Educational and/or our Social Services Consultant will help determine if the after school staff requires special training. If training needs exceed the expertise of our program staff, every effort will be made to hire appropriately trained staff at the expense of the parent.

## **ATTENDANCE AND RELEASE (Sign-In and Sign-Out)**

Prior notification is required if for any reason your child will not be attending the program. Please call our answering machine and leave a message: **203-923-3333** (refer to Absences section)

### **Before School Sign In:**

Parents or guardians must sign their child in upon dropping them off by placing their signature and time of drop off on the daily attendance sheet.

### **After School Sign Out:**

Parents and guardians must sign out their child before leaving by placing their signature and time of departure on the daily attendance sheet. Children will ONLY be released to their legal parent or guardian unless prior permission is given to the ECC staff indicating that another adult will pick them up, such as those documented on the application as "emergency pickups". Photo identification will be required prior to releasing any child.

**NO CHILD WILL BE RELEASED ON THEIR OWN. NO CHILD WILL BE RELEASED IF IT IS DETERMINED THAT THE CONDITIONS ARE NOT SAFE.**

### Policy for a Child Not Picked up

Two counselors will remain with the child and continue to call the numbers again. If there is still no response the counselor will proceed to call the emergency numbers on the child's enrollment form. The Child Care Director will be notified. If there is no response from the emergency numbers, the staff will remain with the child until an hour after closing and continue calling the contact numbers every few minutes. After an hour, when all means of reaching the parents and the emergency contacts have failed, the Director will then call the local Police Dept and DCF for assistance. The assistance will come in the form of aiding the Director in the location of the parent and/or releasing the child to DCF. A message will be left on the door of the program instructing the parent to contact the local Police Dept. Under no circumstance is the Director or counselor to take the child home. Abandoned children are turned over to the local authorities as soon as all means of locating the parent have failed.

### **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 our 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 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 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 is 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.

\*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.

### **CHANGE IN PLANS/SCHEDULES**

With parental permission, children are allowed to attend other group functions and meetings held at Holland Hill School while in the after school program (i.e. After-School Enrichment Programs, Scouts, etc.).

Please make arrangements for your child to be escorted to their scheduled commitments.

Notification needs to be sent to the Head Teacher of any change in your child's schedule.

Please send a note to the school regarding any changes in your child's dismissal.

### **COMMUNICATION**

All communication, including the distribution of invoices and newsletters will be done via e-mail and notices located by the sign in/out sheet.

All day to day concerns with the program should be addressed with your child's counselors. If your question or concern is of a more serious nature, please speak with the Head Teacher, Childcare Director or the Facility Director at the Easton Community Center. **The school office does not handle ECC business so please contact our staff directly.**

### **EMERGENCY CONTACT**

If you need to contact the Head Teacher during hours of operation, the telephone number is:

**203-923-3333**

You can call the ECC at **(203)459-9700** during all other times.

Monday-Friday 6:30AM-10:00PM, Saturday 8:00AM-10:00PM and Sunday 11:00AM-4:00PM

## **ENROLLMENT AND REGISTRATION**

A \$100.00 non-refundable annual registration fee per child will be required to reserve your child's space in the program each school year. Registration will begin in March (which coincides with the Kindergarten orientation sessions). The annual fee is required to be submitted along with the registration form.

Any child that leaves the program mid-year will be treated as a new applicant for the following year. No child will have automatic enrollment privileges.

The tuition fees are based on 10 installment payments through the year as follows:

### **2015-2016 Monthly Tuition Fees**

<b><u>AFTER SCHOOL</u> Grades K-5 (5PMS) 2:50pm-6:00pm and includes all scheduled Early Dismissal Days</b>	\$220.00
<b><u>BEFORE SCHOOL</u> Grades K-5 (5AMS) 7:00am-8:00am</b>	\$140.00
<b>FULL TIME (AM and PM)</b>	\$315.00

#### **Installment Payment Due Dates:**

The monthly installment payments are **due on the 1<sup>st</sup> of each month** starting with **June (of the current year) September, October, November, December, January, February, March, April and May.**

#### **Early Bird Special Discount Incentive Program:**

If all 10 installment payments are made by June 1st, you will receive a 5% discount.

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

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

#### **First-Time Enrollment Deposit:**

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

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

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

#### **Confirmation of Enrollment:**

Parents/Guardians will be notified by receiving an enrollment package which will confirm their child's enrollment to the Program.

The enrollment package will need to be completed and submitted with all required information (i.e. emergency contacts, medical forms, etc.) no later than **May 31<sup>st</sup>** along with the first installment payment.

#### **Payment Process:**

Tuition fees will be collected in 10 installment payments. (see above for details)

Tuition fees are due even if the child is absent for any reason, as you are paying for a spot filled by your child and costs are incurred even in your child's absence.

**The fees are payable by cash (receipt given), credit cards (Visa, M/C & American Express) and by check payable to: Easton Community Center**

Checks and credit cards are the preferable payment method. Credit card numbers are required at time of registration. Your card will not be charged if payment by check is received by 7<sup>th</sup> of each of the ten months.

Checks should be submitted in the payment box located next to the sign-out sheet or phone in payments with a credit card.

A \$25.00 fee will be charged for any check returned by the bank

Our automatic payment system is a great system. Your personal information is kept confidential and your credit card is charged on the first of each month. You will receive an invoice, via email once the charge has been processed.

**Prompt payment is essential to maintain our budget obligations.** It is mandatory that if your tuition balance is not paid by the 7<sup>th</sup> of the month, your credit card on file will automatically be charged. You will receive an invoice, via email once the charge has been processed.

### **FINANCIAL ASSISTANCE:**

For those requiring financial assistance, Care4Kids helps pay for childcare costs. To learn more about [Care4Kids](http://www.ctcare4kids.com), please visit the Care4kids website at [www.ctcare4kids.com](http://www.ctcare4kids.com).

Please note that you have to apply for this assistance with Care4Kids directly. We only confirm your enrollment status in our program on the required paperwork requested for Care4Kids submission. You will be notified by Care4Kids regarding your tuition assistance. If you have any additional questions regarding this process, please contact Care4Kids directly.

In the event of an unplanned school closure, no refund of fees will be provided.

### **HOURS OF OPERATION**

#### **Before School Program**

7:00AM-8:00AM

#### **After School Program**

2:45PM - 6:00PM

#### **Early Morning Drop-Off:**

Doors will not be open until 7:00AM. Therefore, no drop offs will be allowed prior to this time.

Parents or guardians must sign their child in upon dropping them off by placing their signature and time of drop off on the daily attendance sheet.

**Pick Up at End of Day:** Parents need to arrive at the school with enough time to pick up their children, homework, instruments and all other belongings. The Program is closed at 6:00PM. No child should be in the building after 6:00PM. This means that the child(ren) needs to be signed out, have their belongings and have vacated the building by 6:00PM.

#### **Delayed Pick Up After 6:00PM:**

The parent/guardian will be charged \$10.00 beginning at 6:00 PM and an additional \$10.00 for every 15 minute period that follows. If you are going to be delayed, (e.g. there is an accident and you are stuck on the highway) and anticipate a late pick-up, please contact your alternate pick-up designee first to see if they can pick up your child, and/or notify the program of your late arrival. You are **required** to have at least **one local resident** on your child's "alternate pick-up" list that is not a parent, in case of an emergency. Any incurred late fees will be billed to you on the following month's invoice unless in the month of June. June late fees will be due in June in the form of cash or check payable to ECC.

**Telephone Number to Call if Urgent: 203-923-3333**



Policy for a Child Not Picked up

Two counselors will remain with the child and continue to call the numbers again. If there is still no response the counselor will proceed to call the emergency numbers on the child’s enrollment form. The Child Care Director will be notified. If there is no response from the emergency numbers, the staff will remain with the child until an hour after closing and continue calling the contact numbers every few minutes. After an hour, when all means of reaching the parents and the emergency contacts have failed, the Director will then call the local Police Dept and DCF for assistance. The assistance will come in the form of aiding the Director in the location of the parent and/or releasing the child to DCF. A message will be left on the door of the program instructing the parent to contact the local Police Dept. Under no circumstance is the Director or counselor to take the child home. Abandoned children are turned over to the local authorities as soon as all means of locating the parent have failed.

Early Unplanned School Closings:

If an early dismissal is announced prior to opening of the afternoon program, THE PROGRAM WILL NOT BE OPENED. The ECC ASP follows the same schedule as all Fairfield Public School announcements.

In inclement weather, please be sure that your emergency contact has been alerted to the possibility of an early pickup.

**If cancellations are due to inclement weather we will follow school closings and early dismissals.**

Updates will be posted to the following;

- Register to receive email notifications on class cancellation due to weather @ CTWeather.com listed under Learning Centers
- Tune to WICC 600AM radio for cancellations
- Call the ECC (203)459-9700 x 103
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The ECC will follow the same schedule as all Fairfield Public Schools. If there is a **delayed opening**, there will be **NO Before School Program**.

The ECC does offer Vacation Camps at an additional fee during school vacations at the Easton Community Center.

Contact the ECC for more information @ 203-459-9700.

Early dismissal days:

If there are days where Holland Hill is scheduled for an early dismissal, such as school conference days, this is included in the regular fee for all students already enrolled in the program for that day. The number of staff that we can schedule on these days will determine the number of children we can enroll on these individual days. You will be notified one month in advance if a lottery needs to take place for enrollments. For example, if we have only 5 staff scheduled, then we can only service 50 children that day. ALL families will be notified regarding their enrollment via email and will be responsible to make other childcare arrangements outside of ECC Holland Childcare on these days if space is limited. We do appreciate parents informing us in advance IF they do not need their child(ren) to attend an early dismissal day in order to open a space for someone else in greater need. We hope to accommodate all children enrolled each day but that might not necessarily be the reality.

<b>Early Dismissal Days</b> <i>(Included in Enrollment Fees)</i>
12:50 - 6:00PM

## **ILLNESS/INJURIES**

Sick/Illness: Children will be observed initially upon arrival and monitored for signs of illness throughout the program. If the child is sick, the parent/guardian will be contacted to make arrangements to pick up the child. The child will be held in a quiet area away from the other children.

Children will only be released to those listed on the application/registration forms. Proof of identification is required for pick up if other than the parent/guardian. (See Attendance and Release Section)

Any child with a communicable disease will not be permitted to attend the program until a signed note from a physician that states that the child may return to school is submitted to the Head Teacher of the program.

If your child is found to have head lice or any communicable disease, the program should be notified immediately.

## **HEAD LICE:**

In order to protect all children and staff from the spread of lice, it is **MANDATORY** that you notify the Head Teacher immediately. Once your child has been rechecked by the school nurse or our head teacher (you would need to authorize the nurse to contact us) and cleared, he/she will be able to re-enter our program. This is a precautionary measure that we feel necessary to enforce in our program.

We also recommend that your child return with clothing that has been laundered and long hair pinned up if possible. Another precautionary measure to minimize the spread of lice.

If at any point in time, we feel that your child may be reinfested, you will be contacted to pick up your child immediately. If you fail to notify our program, which is mandatory, and we are informed by another source that your child was sent home with lice, your child will not be able to return to our program for one week. The purpose of this is to protect the other children from infestation.

Upon the third reported case of head lice involving your child, during a school year, it is required that you receive written notification from a health care provider or lice specialist indicating that your child is "lice free". You will need to submit this notification to the Head Teacher in order for your child to return to your program. During the time that your child is not in attendance, you are still responsible for tuition payments, as you are paying for a spot filled by your child and costs are incurred even in your child's absence.

## **Medical Records/Known Allergies/Emergency Contact:**

Forms requiring this information will be sent to the parent/guardian upon confirmation of a space in our program. These forms must be completed and submitted within one week of receipt of our enrollment packet in order to guarantee that space in our program. (See Fees and Enrollment Section).

This information is required to be readily available for the Program Director/Head Teacher of the ECC ASP Program at all times.

## **INJURIES:**

All injuries shall be recorded by the staff and will be reported to the parent/guardian at the time of pickup unless the injury requires immediate contact. A copy of the accident report will be submitted to the parent when picking up their child.

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member would notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

## **LIABILITY INSURANCE**

The Easton Community Center After School Program of Holland Hill School will insure the program for all state required policies.

## **LICENSING**

ECC Holland Childcare Program is licensed by the State of Connecticut Department of Health Services. Our License number is DCCC.70170

## **MEDICAL INSURANCE**

Each child is to be covered by his/her family's accident/medical insurance. ECC Holland Childcare does not provide this coverage.

## **MEDICATION POLICIES**

Routine medications are not administered in the Easton Community Center program. Medication such as inhalants, oral, topical and injectable medications may be administered in the case of a specific student with a medically diagnosed condition that may require prompt treatment to protect the student against serious harm or death. A physician's order is required. The student must have a medication administration form signed by their physician and parent or legal guardian that includes condition for which the medication is required, indications for giving medication, medication, strength, dose and side effects. Medication must be supplied by parent or guardian. Medication is to be in original container with label and have valid expiration dates and directions. Medication will only be administered by trained staff. Staff is trained in the administration of medication by our nurse consultant. This training is renewed every three years for inhalants, oral & topical medications. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer medications. A copy of the medication administration form is available at the ECC' front desk or the program's Head Teacher. If a child requires medication they will not be allowed to begin our program until we have received all of the required paperwork indicated above.

## **NUTRITION**

### Before School:

Breakfast is not included in the program.

However, if you prefer your child to have breakfast in the morning, the parent/guardian will be responsible to provide the breakfast with the child such as milk/cereal, bagel, toast, juice. The program does not recommend sending your child in with donuts/munchkins for their breakfast meal. We do not have toasters or microwaves available to us.

### After School:

The program will serve a daily nutritional snack including water and 100% juice.

## **FOOD ALLERGIES**

Food allergies are becoming more common/severe among children each year. We are a "Nut Free" program. In order to ensure your child's safety because that is our number one priority, if your child has **multiple food allergies** we reserve the right to determine if you are required to provide snack for your child in our after school program. We take these allergies very seriously and do our best to ensure your child's safety. This decision will be determined and enforced by the Head Teacher and discussed with a parent.

## **PERSONAL BELONGINGS**

The school policy that does not allow cell phones, IPODS and personal computers is also followed in the ECC ASP Program. However, on scheduled "Electronic Days" we do allow Ipods and DS's. The program is not responsible for lost possessions, nor will the staff "hold" these items for the children.

## OUTDOOR ACTIVITIES

We schedule outdoor play and activities throughout the year in all kinds of weather. When the temperature drops below 32 degrees, if we go outdoors (which is to be determined by our Head Teacher), playtime is limited to 20 minutes. Boots and snow pants are recommended because we can play in the snow. Gloves and hats would also be necessary to play outside in this environment. In warm weather, children are kept hydrated with frequent drinks of water.

## CLOTHING

The most appropriate kind of clothing is easy fitting, comfortable, washable and easy to maintain. Please Provide proper clothing for outdoor play in all weather, including sneakers or shoes suitable for running And climbing (flips-flops and sandals can be dangerous), long pants in colder weather and layers of warm clothing that fit loosely for snowy weather. Your child will also need gloves or mittens, boots, and a hat.

## TRANSPORTATION

There will be no transportation provided by the ECC Program for the After School Program.

## WITHDRAWAL

The Program Director/Head Teacher must be notified in writing two weeks before a child(ren) is withdrawn from the program. The parents/guardians are responsible for payment of the fees for the two weeks after notification even if the child(ren) is no longer attending the program. You will receive a prorated refund at the end of the 2 week notification period.

If your child is withdrawn from our program by our Director as a result of one of the reasons indicated in our “**Dismissal from the Program**” section, it will be at the Director’s discretion to determine if a refund of any amount for that month would be refunded to the parent.

If you are requesting a **permanent change** in your child’s enrollment, you must complete our “**Childcare Change Request**” form. Please contact the head teacher for availability and a copy of this form to complete.

## REPORTING OF ABUSE AND NEGLECT

Each member of our staff has a responsibility and legal obligation to prevent child abuse and neglect of any child involved in our care.

1. Definition: Child abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child’s psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child abuse is defined as a child who has had:

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as a child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT Statutes 46b-120)

2. Staff responsibilities:

As child care providers, the Program is mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

## **EMERGENCY EVACUATION OF BUILDING**

In the event that the facility must evacuate, the children will be walked and guided to the bus loop area. Advanced contact has been made with the town's Civil Prepared Unit, adding the program to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up. If children and staff are unable to reenter the building the children will be transported to the Easton Community Center, located at 365 Sport Hill Road Easton, CT., by the town's Civil Prepared Unit or School Bus Company. The ECC will make advanced contact with the bus company for emergency transportation.

### **EMERGENCY AND BUILDING RELOCATION/EVACUATION PLAN For HOLLAND HILL SCHOOL**

#### **Protocol**

- Each classroom and gym will use the exterior doors. Those classrooms in the front of the building will exit and proceed up the access road and down to Jennings Road. Those classrooms in the back of the building will exit to the rear field. The office complex will exit the main door and the cafeteria will exit the exterior door.

#### **Relocation to Another Site:**

- In the event that the facility must be evacuated, the children will be lined up in a 2x2 line and guided to the bus loop area. Children and staff will be transported by the Laidlaw School Bus Company provided by the town of Fairfield.
- Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.
- Advanced contact has been made with the town's Civil Preparedness Unit, adding the Center to their list for emergencies.

The assigned alternative site for Holland Hill School is:

**Communication Center at Fairfield University**

**1073 North Benson Road**

**Fairfield, CT 06824**

**or**

**Easton Community Center**

**364 Sport Hill Road**

**Easton CT. 06612**