

## **Holland Hill Enrollment Package Checklist:**

Please review all forms prior to submitting to ensure they are completed, dated, and signed. The ECC has the right to refuse childcare services until all necessary forms and medications are properly submitted.

- Fee Agreement Form
  - Payments
    - \$100 Annual Application Fee (non-refundable)
    - \$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
- 

**These additional forms are required IF your child has a medical condition such as asthma/allergies or requires medication(s) during childcare hours:**

- 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. This form must be updated yearly.
- Authorization for the Administration of Medication/Authorization for Medical Treatment of a Minor – A parent’s and a doctor’s signature are required. This form and medications must be updated yearly.
- Medications - If needed during childcare hours submitted in original containers, properly labeled, and not past the expiration date. New medications must be provided during the school year prior to an old medication expiring.

If you have any questions about enrollment, please call or email the ECC Childcare Director, Aly Stanisci at the following : ph: 203-459-9700 or email: a.tyson@eastoncc.com

## Enrollment Package 2018-2019

**ECC Holland Childcare Program  
105 Meadowcroft Road  
Fairfield, CT 06824**

### Registration:

A \$100.00 non-refundable application 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 Program requires **deposits** to be held on account.

- **Requirement is \$100** deposit per child. It is due at the time of enrollment.

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.

### 2018-2019 Tuition Fees\*

PROGRAM	5-DAY
BEFORE SCHOOL Grades K-5	\$160.00
AFTER SCHOOL Grades K-5	\$250.00
FULL TIME (AM & PM) Grades K-5	\$350.00

### 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: All monthly tuition payments are billed one month in advance. Monthly tuition is due by the 1<sup>st</sup> of each month. There will be ten 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. 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 that on the Automatic Credit Card form. Otherwise, we will **only** automatically charge your card if we do not receive payment by the 7<sup>th</sup> of the month. We will invoice and send receipts monthly via email so it is very important that we have your correct email address on file. Checks may be given to ECC Holland Childcare staff 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:** 1<sup>st</sup> time no charge, 2<sup>nd</sup> time \$10 fee, 3<sup>rd</sup> 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.

**I have read and agree to the returned check, declined credit card 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 control so that he/she may move toward appropriate social behavior. We encourage the following methods in an effort to resolve conflict:

- Positive guidance
- Setting clear limits
- Redirection

When disputes arise among children or between a child and counselor, the counselor will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings, find solutions, and assign appropriate consequences using the child's idea 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 throughout 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, 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 fighting, punching, kicking, spitting or hitting 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 further disruption to the program.

#### **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 at this level are addressed 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 in activities if appropriate. 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 via phone 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 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. A one-day suspension may also 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: Immediate pick-up 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.

Second Offense: Immediate pick-up and one day suspension

If another offense should occur that results in suspension, the Program Director/Head Teacher will enforce a 1 day suspension.

Third Offense: One week suspension

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.

\* 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.

### **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, program consultants and school personal if necessary 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
- Demonstration of 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.

#### **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, which are held monthly during the school year
- Special Summer Camp discounts during the month of March

## ECC Holland Childcare Enrollment Fee Agreement 2018/2019 school year

**Early Bird Special Discount Incentive Program:**

If all 10 installment payments are paid in full by June 1, 2018, you will receive a 5% tuition 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 monthly 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.

<b>Parent/Guardian Name(s):</b>	
<b>Child's Name:</b>	
<b>Date of Birth:</b>	
<b>Level of Service: (circle)</b>	<b>AM</b> <b>FULL</b> <b>PM</b>
<b>Grade Entering During 2018-2019 School Year:</b>	<b>Grade _____</b>
<b>Gender: (circle)</b>	<b>Male</b> <b>or</b> <b>Female</b>
<b>Monthly Tuition:</b>	
<b>Application Fee:</b>	<b>\$100.00 / child - paid yearly</b>
<b>Deposit (Does not apply to re-enrollments)</b>	<b>\$100 per child</b> Will remain on account and applied to the last month of enrollment
<b>Start Date</b>	<b>Thursday, August 30, 2018 or other date _____</b>

I have a second child I am enrolling in the Fall of 2018: 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 7<sup>th</sup> 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 \_\_\_\_\_

# ECC Holland Childcare

105 Meadowcroft Road

Fairfield, CT 06824

## Parental Consent Form

\_\_\_\_\_ I have read and discussed the ECC Holland Childcare Discipline Policy for the 2018-2019 school  
(Initial) 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	Gym
Upper Back Playground	Lower Playground
Front Playground	Back Black Top Area
Front Black Top	Soccer Field
Library	Media Center
Reading Room	Classrooms

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

\_\_\_\_\_ I give the ECC representative and school personnel permission to discuss, inquire, and seek all pertinent  
(Initial) documentation should a behavior issue or need arise. 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  
DCCC.70170

North Stratfield School  
DCCC.16645

Playtots Preschool  
DCCC.16494

ECC Camps  
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.

<b>Child's Name:</b> _____	<b>D.O.B.:</b> _____
<b>Parent/Guardian's Name:</b> _____	
<b>Cell Phone:</b> _____	<b>Home Phone:</b> _____
<b>Work Phone:</b> _____	<b>E-mail:</b> _____

### 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 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

## 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 7<sup>th</sup> 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 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
<b>Add to member comments</b>		
<b>Level of service</b>		
<b>Grade</b>		
<b>CCARE</b>		
<b>Add cc to household</b>		
<b>Link cc for autopay YES or NO</b>		