

# **Easton Community Center**

**ECC Before and After School Program  
Stratfield Child Care  
1407 Melville Ave  
Fairfield, CT 06825  
Easton Community Center 203-459-9700**

*Childcare Coordinator: Casey Jadach*  
[Casey.jadach@eastoncc.com](mailto:Casey.jadach@eastoncc.com)

*Childcare Director: Alyson Stanisci*  
[a.stanisci@eastoncc.com](mailto:a.stanisci@eastoncc.com)

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

**2018-2019 Edition**

## **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 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 every morning and afternoon during the Fairfield Public School year with services provided on early dismissal days. There may be a program during the winter and spring vacations at the Easton Community Center for an additional fee.

## **PROGRAM DESIGN**

The ECC before and after school programs supervised by a certified Head Teacher/Site Supervisor and a ratio-based staff in conjunction with the State of CT OEC Licensing requirements. The Childcare Director and Facility Director also oversee these programs.

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/Site Supervisor 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.

**Easton Community Center Childcare Coordinator (Casey Jadach) 203-459-9700x112**

## **PLAN FOR CONSULTATION**

We are required to have education, health and dental consultants 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 will offer continuing education and developmental plans to the staff members based on the OEC requirements for staff development and the staff's needs.

## **ABSENCES**

Please inform the ECC of ALL absences from the program. Just as the school is notified if a child is going to be absent, the ECC 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 program on any given, please call the site answering machine and leave a message.

When leaving a message 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. Upon application, inquiries related to special needs requiring accommodations should kindly be put in writing to the ECC Childcare Director.

Questions regarding the policies of the ECC should be directed to the ECC Childcare 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 the site answering machine and leave a message (refer to Absences Section).

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

At drop off, an ECC staff member will sign in each child and note the time they arrived. Parents are required to walk their child/children to the ECC drop off door every morning.

### **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 after 6pm and continue to call the parents/guardians and then all emergency contacts numbers until someone is reached. If there is still no response, the Childcare Director will be notified. If there continues to be 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. 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. A message will be left on the door of the program instructing the parent to contact the local Police Dept.

## **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/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.

\*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 the 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 and from 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 the Head Teacher. If your question or concern is of a more serious nature, please speak with the 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, please call the site phone.

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

Monday-Friday 7:00AM-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 along with a new, completed enrollment packet, will be required to reserve your child's space in the program each school year. Re-registration will begin in March for current participants and registration will be open to the public in April. The annual \$100 non-refundable registration fee is required to be submitted along with the enrollment paperwork in order to hold a spot for your child.

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:**

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.**

**For the 2018/2019 school year, you will be billed for October upon acceptance into the program and you will receive your 1<sup>st</sup> installment bill for November on October 1<sup>st</sup>.**

Early Bird Special Discount Incentive Program:

If all 10 installment payments are made by June 1<sup>st</sup> of the prior school year, you will receive a 5% discount.

**For the 2018/2019 school year, if all 8 installment payments are made by October 1<sup>st</sup>, you will receive a 5% discount.**

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

A \$10 (for part-time) or \$20 (for full time) 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.

Enrollment:

Parents/Guardians will receive a re-enrollment package each March.

The enrollment package will need to be completed and submitted with all required information (i.e. emergency contacts, medical forms, etc.) no later than **March 30<sup>th</sup>** along with the first installment payment, to confirm re-enrollment in the program.

Payment Process:

Tuition fees will typically 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 to the head teacher 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.

Please read the payment contract carefully so you are aware of our late payment and declined credit card policies as well as our late pick up policy.

### **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-9:00AM

#### **After School Program**

3:15PM - 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. At drop off, an ECC staff member will sign in each child and note the time they arrived. Parents are required to walk their child/children to the ECC drop off door every morning. You may drop off your child until 8:45am. After 8:45, you will need to wait with your child until school personnel opens the door for morning arrivals.

**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.

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 program 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 Fairfield's school closings and early dismissals. 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 when school 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 the ECC Program 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 early dismissal day, but that might not necessarily be the reality.

**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 emergency contact form. 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 if your child has nits or active lice. If your child does have active lice, he/she will not be permitted to attend the ECC program. Once your child has been rechecked by the school nurse (you would need to authorize the nurse to contact us) or our trained staff member, 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. These are precautionary measures to help 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 has 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 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 included in the enrollment packet. These forms must be completed and submitted prior to confirmation of enrollment. If we did not receive all necessary information from you, your child will not be enrolled in the program. We are required by the state to maintain complete and accurate information on all children in our program.

### **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 will insure the program for all state required policies.

## **LICENSING**

ECC Before and After School Programs are licensed by the State of Connecticut's Office of Early Childhood.

## **MEDICAL INSURANCE**

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

## **MEDICATION POLICIES**

Routine medications are not administered at the ECC programs. 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 for all medications kept at the ECC program. 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. An additional action/care plan must also be provided. 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 health 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 as well as the medications in the appropriate form.

## **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. We do not provide or allow any foods that contain nuts, may contain nut, may have traces of nuts or manufactured in a facility that contains nuts. 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**

We follow the school policy on cell phones and other electronic devices in the ECC Program.

However, on scheduled “Electronic Days” we do allow children to use approved electronic devices. 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 if we do play in the snow.

### **TRANSPORTATION**

There will be no transportation provided by the ECC Program for the before and after school programs.

### **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 Withdraw/Change Request**” form. Please contact the Head Teacher for availability and a copy of this form to complete. This form can also be found on the Easton Community Center website in the “forms” section. [www.eastoncc.com](http://www.eastoncc.com).

### **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 or health 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 AND BUILDING RELOCATION/EVACUATION PLAN FOR STRATFIELD SCHOOL**

### **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.

### **Evacuation from the Gym:**

- Exit through the side doors
- Keep students in a 2/2 line
- Line students up on the sidewalk area near the "bus loop"

### **Evacuation from the library:**

- Exit through side doors
- Walk around towards blacktop
- Keep students in a 2/2 line
- Line students up on the sidewalk area near the "bus loop"

The assigned alternative site for Stratfield School is:

**Fairfield Woods Middle School  
1115 Fairfield Woods Road  
Fairfield, CT 06825**

or

**Easton Community Center  
364 Sport Hill Road  
Easton CT. 06612**