



EDUCATIONAL RESOURCES FOR CHILDREN, INC.

Administrative Office: 50 Post Office Road, Enfield, CT 06082
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ERfc AFTER SCHOOL-AGE CARE CENTERS POLICIES & PROCEDURES

Hours of Operation

Enfield Street Care Center:	Monday through Friday, 3:00 PM to 6:00 PM
Henry Barnard Care Center:	Monday through Friday, 3:00 PM to 6:00 PM

ENROLLMENT IN AN ERfc AFTER SCHOOL CARE CENTER CONSTITUTES AN UNDERSTANDING OF THE POLICIES LISTED AS FOLLOWS:

SECTION I. ERfc CARE CENTER EXPECTATIONS OF PARENT/LEGAL GUARDIAN

The program expects that you will:

1. Keep your child's records up to date. You must provide new information to the ERfc Administrative Office regarding emergency contact names, employers, phone numbers, arrival/departure changes, medical information, and change of financial status.
2. Pay your Care Center fee on time each month.
3. Pick up children on time as explained in Section VIII. Closing Time Plan.
4. Follow the health policies as explained in Section VII. Health & Safety Policy.
5. You will contact the ERfc Administrative Office if your child will not be attending on a scheduled day.
6. You will take notice of any communications from the ERfc Care Center regarding your child's behavior and cooperate with efforts to bring about improvement in the situation.

SECTION II. ERfc CARE CENTER EXPECTATIONS OF YOUR CHILDREN

The Care Center expects that children will:

1. Arrive at the Care Center directly after school.
2. Be responsible for their words and actions.
3. Respect the school rules that guide them during the day and while at the Care Center.
4. Respect all team leaders, teachers, volunteers and other staff at all times.
5. Remain with their team and Care Center staff at all times.
6. Take care of materials and equipment properly and return them to their place when finished, or before taking out additional items.

SECTION III. OPERATION POLICY

ERfc welcomes children of all ethnic and socioeconomic backgrounds and does not discriminate on the basis of sex,

race, color, creed, national origin or ethnic background.

Eligibility: Children must be in grades K-5 to be eligible for enrollment. You may enroll your child in the ERfc After School-Age Care Centers at any time during the school year if space is available. Enrollment is for the full academic year. The Care Centers are open to all Enfield children who reside within the Enfield school district.

ERfc After School-Age Care Centers operate Monday through Friday, 3:00 PM – 6:00 PM. The Centers will open early on selected days (See Section VI).

Registration and Fees: Students must attend the Care Center for a minimum of three days per week. Registered children who cannot be immediately enrolled due to space limitations will be placed on a waiting list. You must complete and sign all enrollment forms for each individual child to be enrolled. Children will not be allowed to attend the Care Center until the application process has been completed, including all forms and payments received. Incomplete forms will not be accepted.

Enrollment Forms Checklist:

- Enrollment form for EACH child
- Current Health Assessment Record for EACH child
- ERfc Form T-1 (Consent to Bus Transportation)
- Authorization of Medication forms M-2 & M-3 (if required)
- Financial Assistance Form (if needed)

ERfc Care Center Fees: Base fee will be \$80 per week per child. A discount is given for multiple child families. Our fee chart is shown on the financial assistance form and at our web site: www.erfc.us. The fee for the first four weeks must be included with your child's enrollment form. You may choose to make monthly payments by check, cash or by credit card on our website. Questions can be answered by calling the ERfc Administrative Office at 860-253-9935.

Financial assistance, based on a sliding fee schedule, may be available to families who qualify. It is required that all

families applying for financial aid complete the Proof of Income/Financial Assistance form.

Withdrawal from the Care Center

To withdraw your child from the Care Center we ask that you provide a statement in writing at least seven (7) days prior to their withdrawal. The current month's fees are not refundable.

Absences

We ask that you notify the ERfC Administrative Office *in advance* if your child will be absent from the Care Center. If your child is ill, you are expected to notify the ERfC Administrative Office directly to report the absence. If your child does not arrive at the Care Center as expected, we will contact you. If you cannot be reached, we will contact your child's listed emergency contacts.

If your child is suspended from school or does not attend school, he/she is not eligible to attend the Care Center that day. Children will also not be allowed to attend field trips or extended evening activities on that particular day.

Meals and Snacks

Children will be provided a nutritional snack and drink each day. Please send in a note or call the ERfC Administrative Office if you do not want your child to have the snack provided at the program.

SECTION IV. SUPERVISION PLAN

- At no time shall your child be left unsupervised.
- We operate at a ratio of one staff member for every ten school-age children.
- The group size shall not exceed 20 for children in classrooms.
- During outdoor or indoor games, staff will position themselves to monitor all children. At no time will a child be allowed to travel inside or outside by themselves.

SECTION V. TRANSPORTATION

"Barnard District" Prudence Crandall students will be bused directly to the ERfC After School-Age Care Center at Henry Barnard School after their regular dismissal.

"Enfield Street District" Parkman students will be bused to the ERfC School-Age Care Center at Enfield St. School. There is no other busing available at this time from the other elementary and intermediate schools to the ERfC Care Centers. Children who normally walk home from school are not eligible for busing to any ERfC Center.

Parents or legal guardians must complete the Consent to Bus Transportation (ERfC Form T-1) in order for their child to ride the bus from their school to the Care Center.

There is no bus transportation to student homes from any ERfC After School-Age Care Center.

SECTION VI. SCHEDULED AND UNSCHEDULED SCHOOL CLOSINGS

Scheduled No School Days – ERfC Care Centers are closed when schools are closed by the Enfield School District.

Unscheduled No School Days – ERfC Care Centers are closed when the Enfield School District cancels school.

Unscheduled Early Dismissal Days – ERfC Care Centers are not open when the Enfield School District dismisses students early due to weather or any other district decision. Please check the school district snow line for early dismissal notification at 860-253-5170.

Scheduled Early Dismissal Days – ERfC After School-Age Care Centers are closed when the Enfield Schools have early dismissal, except for the following:

The Care Centers will operate at extended hours from 1:00 PM to 6:00 PM on November 17, 18 & 23, December 23, 2011; February 14, April 10, and May 8, 2012.

SECTION VII. HEALTH AND SAFETY POLICY

Every child attending the ERfC After School-Age Care Centers must have a current **Early Childhood Health Assessment Record** completed and on file as part of their permanent enrollment documents. If your child has a known medical condition (asthma, diabetes, allergies, food allergies, seizure disorder, etc.) or special needs, you must disclose that information. We follow the CT State Department of Public Health guide lines for regulations regarding the disclosure of special medical conditions.

ERfC does not provide one-to-one paraprofessionals or aides for special needs students.

If your child arrives at the Care Center with, or develops any one of the following conditions, you will be notified to pick up your child immediately: contagious disease, fever over 100° F, vomiting or diarrhea. Your child will be moved to an area away from the other children and a staff person will remain with the child at all times.

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the child's family. If contact is not made, the program's medical consultants will be contacted.

In extreme emergencies, 911 will be called. Emergency Medical Personnel will determine best treatment for your child which may include transportation to the nearest hospital. Your child's application and medical forms will be brought with them. We will notify you or alternate contact/pick-up person as quickly as possible and advise you of the situation.

Outdoor play will not be allowed when temperature or wind chill falls below twenty (20) degrees Fahrenheit or high temperature and humidity above 95 degrees. Please send your child to school with appropriate clothing and footwear for after school hours.

As child care providers all Care Center staff are mandated by law to report actual or suspected child abuse. Child abuse includes, but is not limited to: neglect (i.e. failure to provide food, clothing, shelter, appropriate supervision) or the imminent risk of serious harm of any child. This includes the reporting of parents or care-givers who appear to be impaired by drugs or alcohol.

ERfC's complete policy on Abuse and Neglect can be found on our website at www.erfc.us or upon request.

SECTION VIII. CLOSING TIME PLAN

Care Center doors will be locked, except during pick-up times, to insure your child's safety.

1. Children leave the Care Center according to the time the you selected on the Enrollment Form, either 5:00, 5:30 or 6:00 pm.
2. You will be greeted at the door by staff members where you will sign out your child.
3. If a child has not been picked up after 10 minutes past closing time, we will attempt to contact you. If you cannot be reached, we will try to contact your emergency contacts from your application form. There will be a \$5 fee for every five minutes past 6:10 pm that you are late .
4. The police will be called after 45 minutes if you or your other emergency contacts cannot be reached.
5. Two staff will remain after closing time with children who have not been picked up.

If an exception has to be made to this schedule (doctor appt, etc.), you must contact the ERfC Administrative Office at 860-253-9935 explaining the exception. We would ask that you call ahead at least 1/2 hour before the early pick up so we can have your child ready for you. If you know you will be late picking up, please contact the ERfC administrative office as soon as possible.

If you miss your child's scheduled pick up time, notify the administrative office immediately. Chronic late pick ups may result in your child being dismissed from the Care Center.

Only those persons listed on the enrollment form will be allowed to pick up your child. Any person that is unknown to the staff member releasing your child will be required to show a photo ID. If your child is to be picked up by a person not listed, you must notify the ERfC Administrative Office at 860-253-9935 before the scheduled pick up time.

SECTION IX. DISTRIBUTION OF MEDICATIONS

We will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and emergency oral medications (i.e. Benadryl) with your consent. Authorization form ERfC M-2 and or M-3 must be completed and signed by you and an authorized prescriber (if applicable). These forms will be kept at the Care Center.

All Medications MUST be in their original container, clearly labeled and placed in a sealed, Ziplock bag and include the following:

- The child's name, address and birth date
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

All medications will be locked in an office cabinet or in a locked box in the refrigerator. Emergent, first line of defense medication, will be stored in an unlocked but safe manner and inaccessible to children to allow for quick access in an emergency.

The Center will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of the staff administering
- Any comments

You will be notified when a child has been administered any medication. Staff are trained in the administration of medication by our nurse consultant. This training is renewed every three years. Training for injectables is repeated once per year. At no time is an untrained staff member allowed to administer any medications.

SECTION X. CHILD'S PERSONAL PROPERTY

Your child's personal property, such as coats, clothing, school bags and any other personal property must be taken home from the ERfC Care Centers each day. Care Centers cannot be responsible for lost personal property.

Your child should not bring money, toys, electronic equipment, food, or other items to the Care Center. Cell phones must be turned off and put away while students are at the Care Centers.

SECTION XI. VISITORS AND OBSERVATIONS

Parents and community members who are screened by the ERfC Care Center Site Administrators are welcome to observe the program. Please call the ERfC Administrative

Office and the Site Administrator will arrange to meet you at a specific time.

For protection of all students enrolled in the Care Centers, parents and visitors must register at the front desk designated at each Center and wait to be greeted by the Care Center Site Administrator.

SECTION XII. DISCIPLINE AND DISMISSAL

Your child is entitled to a pleasant and harmonious environment at the Care Centers. ERfC Care Centers cannot serve children who display chronic, disruptive behavior.

Chronic disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that requires constant attention from the staff, inflicts physical or emotional harm to other children, abuses the staff, or ignores or disobeys the rules during after school time.

Staff will never be abusive, neglectful, or use physical, corporal, humiliating or frightening punishment. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Students are encouraged to recognize how their behavior not only affects themselves, but their team and staff members. ERfC uses a "Take 5" Method for resolving conflicts. This method utilizes:

- Recognition of behavior
- Positive guidance
- Setting clear limits
- Redirection

Disruptive behavior will be dealt with in the following manner:

Take 5 Behavior Plan:

- When a child is witnessed engaging in negative behavior a verbal warning of "1" will be given with clear instruction to prevent repeated behavior.
- If another instance of negative behavior occurs, the child will then be given a "2" and again will be given clear definitions of what behavior needs to be changed.
- If the negative behavior continues then that child will be given a "3" and must now participate in a "Take 5".

- During the Take 5 the student will speak with the Site Administrator and will fill out a 5 question sheet which focuses the child on the behavior itself, why it was wrong, who it affected, and how to make better decisions in the future. This form will go home with the child for the parent to see.
- The student will rejoin their team as soon as the Site Administrator determines that they are ready.

Parents of students demonstrating consistent disruptive behavior will be notified of this within 24 hours. A meeting will be held between Site Administrator, child and parent, to discuss said behavior and a notification of possible suspension will be given.

If disruptive behavior continues after the first meeting, a suspension of up to 3 days will be given and notice of possible further suspension from the program. If disruptive behavior continues, a 30-day suspended will be given. If disruptive behavior continues after the 30 day suspension period, an immediate and permanent expulsion will be given.

Any immediate threat that place any staff or students at either physical or mental risk shall constitute the immediate removal of the student from their group; parents will be notified and a suspension of up to three days will be given. There will be no refunds for any period of suspension or expulsion.

SECTION XIII. PLAN FOR CONSULTATION

All After School-Age Care Centers will provide an education, health, dental, social service and dietary (if applicable) consultant for our students and families if needed.

All consultants will be available to provide the minimum services for our programs as required by the State of Connecticut Regulations for Child Day Care /Group Day Care Homes Sec.19a-79-4a(h).

The complete Plan for Consultation is available on our website at www.erfc.us or upon request.

XIV. EDUCATIONAL PROGRAM PLAN

Children at ERfC Centers will follow a daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed, sufficient opportunity for indoor and outdoor physical activities, and include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

The complete Educational Program Plan is available on our website at www.erfc.us or upon request.