



## EDUCATIONAL RESOURCES FOR CHILDREN, INC.

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### ERfC LEARNING CENTERS POLICIES & PROCEDURES

#### Hours of Operation:

- |    |  |   |
|----|--|---|
| 1. | Alcorn & Enfield Street Learning Center: | Monday through Friday, 3:00 PM to 6:00 PM |
| 2. | Barnard & Crandall Learning Center:      | Monday through Friday, 3:00 PM to 6:00 PM |

#### TO: THE PARENT(S)/LEGAL GUARDIAN(S) OF ENROLLED CHILDREN

ENROLLMENT IN THE ERfC LEARNING CENTERS CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:

#### **SECTION I. PARENT/LEGAL GUARDIAN EXPECTATIONS OF THE LEARNING CENTER**

You may expect that:

1. Your children are cared for in a safe, supportive environment.
2. You may visit with the ERfC Learning Center Site Administrators about concerns related to your child before or after hours.
3. You will be told about repeated misbehavior on the part of your child, and asked to meet with the ERfC Learning Center Site Administrator in order to bring about improvement in the situation.
4. You will be informed promptly if your child does not arrive at the Learning Center according to his/her enrollment information.
5. You will be regularly informed by the ERfC Administrative Office about Learning Center activities.

#### **SECTION II. LEARNING 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. You must pick up children on time as explained in Section IX. Pickup Times.
3. You will follow health policy as explained in Section XIV

Health & Safety Policy.

4. You will contact the ERfC Administrative Office if your child will not be attending on a scheduled day.
5. You will take notice of any communications from the Executive Director of ERfC or the Learning Center Site Administrator regarding your child's behavior and cooperate in efforts to bring about improvement in the situation.

#### **SECTION III. CHILDREN EXPECTATIONS OF THE LEARNING CENTER**

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the Learning Center equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

#### **SECTION IV. LEARNING CENTER EXPECTATIONS OF YOUR CHILDREN**

The Learning Center expects that children will:

1. Be responsible for their words and actions.
2. Respect the school rules that guide them during the day and while at the Learning Center.
3. Respect all team leaders, teachers, volunteers and other staff at all times.
4. Remain with their team and Learning Center staff at all times.

5. Take care of materials and equipment properly and return them to their place when finished, or before taking out new ones.
6. Arrive at the Learning Center directly after school.

## SECTION V. REGISTRATION AND ENROLLMENT

ERfC welcomes children of all ethnic and socioeconomic backgrounds to attend. ERfC does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

**Registration and Fees:** You must complete and sign an enrollment form with information on each child. Priority enrollment is given to children who enroll five days a week; however, children may attend for a three day minimum. Fees are the same if children attend all five days or three days a week. Registered children, who cannot be immediately enrolled due to space limitations, will be placed on a waiting list. All families must include the registration fee and the first monthly fee/payment with the enrollment application. Children will not be allowed to begin after-school activities until the application process is complete.

**ERfC Learning Center Fees:** All children enrolled in the program must pay a *one time per school year* registration fee and monthly or annual Learning Center fees. A sliding fee scale schedule is available for all families. Children who qualify for free and reduced lunches have a special reduced monthly rate. The fee for the first month must be included with your child's enrollment form. You may choose to make monthly or annual payments by check, cash or by credit card. Fee information is included on the ERfC website: [www.erfc.us](http://www.erfc.us), attached to a registration packet or by calling the ERfC Administrative Office.

Financial Assistance is available to help with monthly fees for families who qualify. It is required that all families complete the Proof of Income/Financial Assistance form, include copies of two current pay stubs and include a copy of their 1040 Federal Tax Return. Only the 1040 form is needed.

**Eligibility:** You may register your child for enrollment in the ERfC Learning Centers at any time during the school year if space is available. Children must be in grades K-6 to be eligible for enrollment.

Enrollment into the Alcorn or Barnard Learning Center is for the full academic year. Children must commit to attending a minimum of three days per week. The Learning Centers are open to all children who attend Alcorn Elementary School, Prudence Crandall School or Henry Barnard School. Children from other Enfield schools may also enroll in Alcorn or Barnard Learning Centers; however, you must provide transportation to and from that school.

**Enrollment:** Prior to your child's first day of attendance, you must complete all forms and submit them to the ERfC Administrative Office. You will receive a Confirmation Notification regarding final enrollment in the Learning Center.

## SECTION VI. WITHDRAWAL FROM THE LEARNING CENTER

To withdraw your child from the Learning Center you must provide a statement in writing at least seven (7) days prior to the discontinuation of this service. Learning Center registration fees are not refundable. A percent of the fees (if paid annually) determined by ERfC, will be refunded if a child is withdrawn.

## SECTION VII. HOURS OF OPERATION AND TRANSPORTATION

The ERfC Learning Centers operate Monday through Friday, 3:00 PM – 6:00 PM. Prudence Crandall students are bused directly to Henry Barnard School at 3:00 PM. Enfield Street School students are bused to Alcorn at 3:30 PM. ERfC Learning Center staff will arrive at Enfield Street School at 3:00 PM for school regular dismissal and oversee your children until the 3:30 bus arrives.

There is no bus transportation home from either Learning Center.

## SECTION VIII. FOOD 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 IX. ABSENCES

You must notify the ERfC Administrative Office *in advance* if your child will be absent from the Learning Center because of a scheduled appointment, vacations or other planned activity. If your child is ill, you are expected to notify the ERfC Administrative Office directly to report the absence. When your child's absence is not reported to the ERfC office, your child may be mistaken for missing and unnecessary concern and time spent in searching may occur. If your child does not arrive at the Learning Center as intended, we will contact you. If you cannot be reached, we will contact your child's listed emergency contacts. If your child is absent numerous times for reasons other than illness, they will lose their space in the Learning Center to a child on a waiting list.

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

## SECTION X. DAILY PICK-UP

Children will arrive and leave the Learning Center according to what you tell us on the Enrollment Form. If an exception is made to this schedule, you need to provide the Learning Center Site Administrator with a written note or call the ERfC Administrative Office explaining this exception.

You may choose a 5:00 PM, 5:30 PM or 6:00 PM pick-up time. If you miss the pick-up time you must wait until the next scheduled time. School doors will be locked except during pick-up times to insure your child's safety. Your child will be engaged in organized activities throughout the afternoon. Your late or unscheduled arrival will disrupt not only your child but the other children in that team. Chronic unscheduled pick-ups may result in your child being dismissed.

Unscheduled pick-ups must be arranged through the ERfC Administrative Office at 860-253-9935.

All children must be picked up by 6:00 PM. A late fee will be charged if your child is picked later than 6:15 PM. Chronic late pick-up may result in your child being dismissed from the Learning Center.

Only those persons listed on the enrollment form will be allowed to pick up your child. If your child is to be picked up by a person not listed, you must provide the Site Administrator with a written note in advance or call to the ERfC Administrative Office at 860-253-9935.

Any person that is unknown to the staff member releasing your child will be required to show a photo ID.

## SECTION XI. SCHEDULED & UNSCHEDULED SCHOOL CLOSINGS

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

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

**Unscheduled Early Dismissal Days** – ERfC Learning 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. (860-253-5170)

**Scheduled Early Dismissal Days** – ERfC Learning Centers are closed when the Enfield Schools have early dismissal except for the following:

The Learning Centers will operate from 1:30 PM to 6:00 PM on November 20-21, 2008, April 14, 2009 and May 12, 2009.

## SECTION XII. DISTRIBUTION OF MEDICATIONS

ERfC Learning Center staff does not administer medication of any kind. If your child needs medication, you must come to the Learning Center to administer the medication to your child or make arrangements with the school nurse to administer medications before the close of the school day. Under no circumstances should your child be sent to the Learning Center with medication. No medication will be kept on school premises for students enrolled in the Learning Centers.

## SECTION XII. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, allergies, food allergies, seizure disorder, etc.) please be sure the Learning Center Site Administrator knows what to do if a problem should occur during after school hours.

If a child has 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, accident requiring medical attention.

In case of accident or illness, you will be called immediately. In serious cases, your child will be taken to one of the local hospitals by emergency vehicle for treatment and you will be called as soon as possible.

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

All Learning Center staff are mandated reporters of child abuse and are required by law to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

## SECTION XIV. 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 Learning Centers each day. Although the Centers attempt to help your child stay organized, Learning Centers cannot be responsible for lost personal property.

Your child should not bring money, toys, electronic equipment, food, or other items to the Learning Center.

Learning Centers are not responsible for lost, stolen or damaged items.

## **SECTION XV. VISITORS AND OBSERVATIONS**

Parents and community members who are screened by the ERfC Learning 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 Learning Centers, parents and visitors must register at the front desk designated at each Center and wait to be greeted by the Learning Center Site Administrator.

## **SECTION XVI. DISCIPLINE AND DISMISSAL**

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

Chronically 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 on other children, abuses the staff, ignores or disobeys the rules during after-school time. If your child cannot adjust to the program setting and behaves inappropriately, your child will be dismissed.

Reasonable efforts will be made to assist children to adjust to the Learning Center setting. Disruptive behavior will be dealt with in the following manner:

Two verbal warnings will be given if your child is misbehaving. On the third warning, your child will be instructed to "Take 5" at which time your child will be removed from the activity and given time to meet with the Site Administrator. Your child will be given an opportunity to relax, explain the behavior (verbally or written) and will rejoin the team as soon as the Site Administrator determines that they are ready.

Your child will be encouraged repeatedly to rejoin the team and act appropriately.

If your child continues to misbehave, your child will be kept out of their team for the remainder of the after-school time. If, after all the above interventions, your child continues to misbehave, the Site Administrator will contact you to work on correcting the behavior. If your child continues to misbehave, a warning letter will be sent home. If the negative behavior continues, a letter of suspension from the program will be sent. If the negative behavior continues after suspension, a final dismissal letter will be sent to you.

If you do not support the Learning Center discipline system or the discipline actions imposed, your child will be dismissed from the program.

If the severity of the problem is great enough that it could endanger the safety of your child or other children in the Learning Center, dismissal will be effective immediately and written notice will be given to you.

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