



EDUCATIONAL RESOURCES FOR CHILDREN, INC.

Administrative Office: 50 Post Office Road, Enfield, CT 06082
Phone: 860-253-9935 • Fax: 860-253-9995 • Email: info@erfc.us • Web site: www.erfc.us

ERfC AFTER SCHOOL LEARNING CENTERS POLICIES & PROCEDURES

Hours of Operation:

Alcorn & Enfield Street Learning Center:	Monday through Friday, 3:00 PM to 6:00 PM
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 will be informed promptly if your child does not arrive at the Learning Center according to his/her enrollment information.
3. You may visit with the ERfC Learning Center Site Administrators about concerns related to your child before or after Learning Center hours.
4. 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.
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 XI. Pickup Times.
3. You will follow health policies as explained in Section XIII. 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 ERfC Learning Center regarding your child's behavior

and cooperate with 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 receive discipline that is fair, and discipline that gives them an opportunity to change their behavior.

SECTION IV. LEARNING CENTER EXPECTATIONS OF YOUR CHILDREN

The Learning Center expects that children will:

1. Arrive at the Learning 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 Learning Center.
4. Respect all team leaders, teachers, volunteers and other staff at all times.
5. Remain with their team and Learning 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 new ones.

SECTION V. REGISTRATION AND ENROLLMENT

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.

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 per week, however, children may attend for a three-day minimum. Fees are the same if children attend five days or three days per week. Registered children who can not be immediately enrolled due to space limitations will be placed on a waiting list. Children will not be allowed to begin attending the Learning Center until the application process is complete.

ERfC Learning Center Fees: Fees are based on family income. Children who qualify for the school Free or Reduced Lunch Program have a special 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. Our fee chart is shown on the enrollment form and at our web site: www.erfc.us. Questions can be answered by calling the ERfC Administrative Office at 860-253-9935.

Financial Assistance is available to families who qualify. It is required that all families applying for financial aid complete the Proof of Income/Financial Assistance form, include copies of two current pay stubs and a copy of your most recent Federal Tax Return. Only the 1040 form is needed.

Eligibility: Children must be in grades K-6 to be eligible for enrollment. You may enroll your child in the ERfC Learning Centers at any time during the school year. Enrollment is for the full academic year. You must commit to attending a minimum of three days per week. The Learning Centers are open to all Enfield children, but at this time transportation to the Learning Centers is only available from Prudence Crandall and Enfield Street School. You must provide transportation to and from all other schools.

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. The current month's fees are not refundable.

SECTION VII. HOURS OF OPERATION AND TRANSPORTATION

The ERfC Learning Centers operate Monday through Friday, 3:00 PM – 6:00 PM. The Centers will open early on selected days (See Section X).

Prudence Crandall students are bused directly to Henry Barnard School after dismissal.

Enfield Street School students are bused to Alcorn. ERfC Learning Center staff will arrive at Enfield Street School for

school dismissal, oversee your children's Snack and Homework session, and travel with your child to Alcorn when the bus arrives.

There is no bus transportation to student homes 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. 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. 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 at 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 at extended hours from 1:30 PM to 6:00 PM on November 18 & 19, 2010; February 15, April 12, and May 10, 2011.

SECTION XI. DAILY PICK UP

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

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 must 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 or 6:00 PM pick up time. If you miss the 5:00 PM pick up time you must wait until the 6:00 PM time to pick up your child. 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 from the Learning Center.

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 of \$5.00 will be charged for every 15 minutes past 6:00 PM that you are late for pick up. 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. 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 provide the Site Administrator with a written note in advance or call the ERfC Administrative Office at 860-253-9935.

SECTION XII. DISTRIBUTION OF MEDICATIONS

All over-the-counter and prescription medicine must be administered before your child comes to the Learning Center. **No medication, either oral or topical, will be administered to your child by Learning Center staff.** The exception is for emergency medications as described below. **Emergency only** medications such as an EpiPen or fast-acting inhaler are allowed but **MUST**:

- 1 Have a proper medical label, including the doctor or pharmacy name.
- 2 A current prescription / medical form explaining the medicine and how it is to be used. This form must be signed by the child's current doctor.
- 3 These items must be placed in a sealed, Ziplock Bag and the bag must have the child's name clearly printed on the outside.

You must notify the ERfC Administrative Office in advance if you will be sending either of those items with your child for further instructions.

SECTION XIII. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, allergies, food allergies, seizure disorder, etc.) please be sure to provide ERfC with procedures if a problem should occur.

We follow the Enfield Public School guide lines for special medical conditions. If your child has a paraprofessional or aide assigned to them during regular school hours, one must be provided by you for After School hours. ERfC does not provide paraprofessionals or aides.

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. You will be responsible for any transportation charges and medical expenses incurred.

If a health condition exists now or in the future which would impact the participation of your child, you must notify ERfC at 860-253-9935

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 or caregivers 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 cell phones, money, toys, electronic equipment, food, or other items to the Learning Center.

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

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

Educational Resources for Children

103R Phoenix Ave
Enfield, CT 06082

«s_signed»

Parent/Guardian of:

«s_Fname» «s_Lname»

«s_Haddress»

«s_Hcity», «s_HSt» 0«s_Hzip»

ERfC Learning Centers Policy & Procedures

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 can not 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.

If your child can not adjust to the Learning Center 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 misbehaves. Upon 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 their team as soon as the Site Administrator determines that they are ready.

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 Learning Center 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 and explanation will be given to you.