

School Age Programs-BASES **(Before & After School Enrichment Services)** **2016-2017**

Family Handbook **Programs & Site Phone Numbers**

Barkhamsted/Hartland Elementary School: 860-605-3397

Brookfield

- Huckleberry Hill School: 203-740-3254 or 860-309-0132
- Whisconier Middle School: 203-605-4003

Litchfield

- Litchfield Center School 860-733-5238

New Hartford

- Ann Antolini School: 860-605-7735

Newtown

- Hawley Elementary School: 203-482-0330
- Head O'Meadow Elementary School: 203-426-1289
- Middle Gate Elementary School: 203-206-8931
- Reed Intermediate School: 203-217-8830
- Sandy Hook Elementary School: 203-516-1562

Region 10

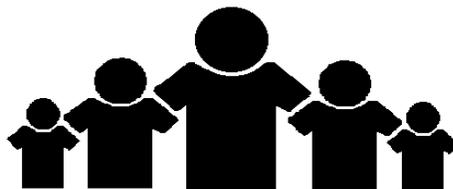
- Harwinton Consolidated School: 860-307-8438

Region 14

- Mitchell Elementary School: 203-263-8087

Torrington

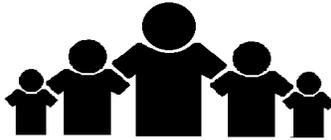
- Torrington: 860-304-4378
- Vogel-Wetmore: 860-630-0624



SCHOOL AGE PROGRAMS-BASES FAMILY HANDBOOK

Table of Contents	Page Number
Message to Parents from the Director	4
Purpose of Handbook	4
School Age Program-BASES Contact Information	5
Mission Statement	5
Vision Statement	5
School Age Program-BASES Description	6
School Age Program-BASES Objectives	7
Sample Daily Schedule	8
Sample Program Activities	8
Structured Freedom and the School Age Programs-BASES	8
Health and Wellness Components	9
School Age Program-BASES Operating Policies & Enrollment and Withdrawal Procedures	10-11
Child Discipline and Abuse Policy	12-19
Child Bullying Prevention Policy	19-21
Complaint Procedure	22
POLICIES AND PROCEDURES	
Confidentiality Policy	24
Child Accident/Incident Policy	24
Plan of Supervision	25
Plan for Safeguarding Outdoor Playscape	25
Child Medical Emergency Plan: Accident and Injury Policy	25-26
Child Health Policy	26
Child Health Record Policy	26
Sick Child Care Plan	27
Administration of Medication Policy	27
Emergency Evacuation Plan and Plan in Case of Fire	27-28
Emergency Preparedness Plan	28
Emergency Early Dismissal Plan	29
Delayed Openings	29
Full Day Program Plan	29
Scheduled Early Dismissal	29
Child Attendance Policy	29
Search for Child Policy	29-30
Release of Children Policy	30
Parent Payment Policy	30-31
Policy Statement for Divorced/Separated Parents	31
Staff/Parent Social Media Policy	31
Child Photograph/Video Release Policy	31
Curriculum Policy	31
Student Homework Policy	32

Plan for Snacks	32
Program Closing Hour Policy	32-33
Parents' Rights & Responsibilities	33
Students' Rights & Responsibilities	34
Staff Rights & Responsibilities	35
Consultants	36
Parent Contact and Involvement	36
ATTACHMENTS	
Authorization Agreement for Direct Debit of Tuition	38
Authorization for Credit Card Payment	39
Schedule Change Form	40
Signature of Receipt	41



MESSAGE TO THE PARENTS FROM THE PROGRAM DIRECTOR

I would like to welcome you to the EdAdvance School Age Programs-BASES. The School Age (SA) Programs have enjoyed continued success for over 25 years. We seek to continue this tradition of quality care for your child(ren) as our program continues to grow. We look forward to another rewarding year with you and your family.

As the year progresses, our site staff and administrative team will inform you of any new information or upcoming events that may be important to you and your child(ren). I hope this handbook will help you with information you need and answer any questions you may have. If you have any further questions or comments, please feel free to contact Peggy Kelley, Assistant Director, or myself at the Litchfield office at (800) 852-4314 or (860) 567-0863.

Tracey Lay
Director,
EdAdvance School Age Programs-BASES & Development Services

PURPOSE OF THIS HANDBOOK

The purpose of this manual is to provide current information on EdAdvance School Age Programs-BASES' policies and procedures. Every family is expected to be familiar with these policies and procedures.

The Family Handbook is organized to provide concise information on matters that are central to your child(ren)'s enrollment in the program. Policies and procedures that pertain to the School Age Programs-BASES' Mission and Vision Statements are in the first section. The last section contains additional information and forms.

SCHOOL AGE (SA) PROGRAMS-BASES CONTACT INFORMATION

Litchfield Office:

EdAdvance
355 Goshen Road
P.O. Box 909
Litchfield, CT 06759-0909

Phone: (860) 567-0863 or
(800) 852-4314
Fax: (860) 567-3381
E-mail: schoolage@EdAdvance.org

SA Programs Administrative Team:

Director, SA Programs & Development Services
Tracey Lay
Office/Voice Mail Ext. 143
Cell: (860) 806-0519
E-mail: lay@EdAdvance.org

SA Assistant Director
Peggy Kelley
Office/Voice Mail Ext. 168
Cell: (860) 309-4629
E-mail: kelley@EdAdvance.org

SA Programs Summer/Program Coordinator
Melissa Viscariello
Office/Voice Mail Ext. 183
Cell: (860) 485-3928
E-mail: viscariello@EdAdvance.org

Education Consultant/
Curriculum Coordinator
Sarah Moran
Office Voice Mail Ext. 418
E-mail: moran@EdAdvance.org

SA Administrative Assistant
Debbie Cashman
Office/Voice Mail Ext. 167
E-mail: cashman@EdAdvance.org

Assistant Program Coord./Northern Site Coordinator
Nicole Thomas
Office/Voice Mail Ext. 195
E-mail: thomasn@EdAdvance.org

Assistant/Site Coordinator
Amy Capobianco
Office/Voice Mail Ext. 193
E-mail: saphawley@EdAdvance.org

MISSION STATEMENT

The School Age Programs-BASES exist to provide a safe, healthy, worry-free environment for the child who cannot be at home with a parent. Our focus is to meet the developmental needs of each individual child through enriching and quality experiences that enhance self esteem and promote success.

VISION STATEMENT

The School Age Programs-BASES will strive to provide an enriching, licensed, twelve-month-a-year program for children of elementary and middle school age. The professional staff will work in close collaboration with school districts, parents, students, and EdAdvance staff to continually refine and improve their skills for delivering quality experiences for all children who participate in the program.

EdAdvance School Age Programs-BASES (Before & After School Enrichment Services) Program Description

The EdAdvance School Age (SA) Programs-BASES exist to provide a safe, healthy, worry-free environment for the child who cannot be home with a parent. The focus is to meet the developmental needs of each individual child through enriching and quality experiences that enhance self-esteem and promote success.

The SA Programs provide before and after school service and technical assistance to other districts that are considering similar efforts. In addition, the program staff offer individualized training opportunities in staff development and in other specialized areas. Consulting services are available to agencies and districts.

The EdAdvance SA Programs-BASES currently operate 14 school-based sites, serving 25 schools in 8 districts including Barkhamsted, Brookfield, (1 elementary school, one middle school), Harwinton-Region10, Litchfield, New Hartford, Newtown (6 elementary and intermediate), Torrington (2 sites) Woodbury-Region 14. The SA Programs currently serve approximately 500 children. The programs are open to children between the ages of 5 and 12 (children aged 5 must be currently attending Kindergarten) and has been in operation for 25 years. The programs are funded through parent fees.

The SA Programs are licensed by the Office of Early Childhood (OEC). The State and Local Board of Health inspect each site regularly. The staff must be approved by the State OEC as well. The Head Teachers are mostly certified teachers and need to have a minimum of 12 credits of Elementary Education, Early Childhood Education or a related field and 540 working hours experience with school age children. The Assistant Teachers' qualifications include either an education background or experience with school age children. The SA Programs strive to meet the NAA (National Afterschool Association) and CT After School Network standards of quality.

The program staff provides snack and various age-appropriate activities for the children. The children have many choices at the program, but it is still structured by the staff. Some of the indoor/outdoor activities include enrichment activities, STEAM (Science, Technology, Engineering, Art & Math) & literacy activities with a focus on wellness, arts & crafts, sports, games, use of computers, quiet time, and an opportunity to work on homework.

The EdAdvance School Age Programs-BASES has been awarded the After School Grant by the Connecticut State Department of Education. A major focus of the BASES (Before & After School Enrichment Services) grant is to deliver a balanced and accessible STEAM and Literacy after school curriculum designed to engage all students and strengthen academic performance. The other goal of the grant is to support and involve working families and to positively affect school attendance, academic achievement, student behavior, and overall well-being. This initiative enables us to offer program tuition scholarships to eligible families.

Full day programs during school vacations and teacher in-service days are also available. The full day programs are contingent upon the availability of the school building and its custodians. The SA Programs are open on scheduled early dismissal days. However, the programs do not operate on holidays, emergency early dismissal days, snow days, or during the December break.

The School Age Programs also provide full day Summer Adventure Programs for children ages 5-12 (children aged five must be currently attending Kindergarten) between 7:00 a.m. and 6:00 p.m., M-F, during the summer months. Each week is devoted to a different theme that will peak the curiosity of the children. Activities include the arts, multi-cultural, scientific, and FUN activities. Also, included in the program schedule is a field trip/fun day each week and swimming a couple days per week.

SCHOOL AGE PROGRAMS-BASES OBJECTIVES

Objective 1

Provide an environment that encourages appropriate social behavior, social skill development and a place where children feel safe trying new activities.

The success of the objective will be demonstrated when students demonstrate appropriate behavior, develop an understanding of self and others and discuss and portray an understanding and celebration of others.

Activities to meet this objective include: demonstrations of feeling through verbal, artistic and musical expression; activities that encourage visitors representing various ethnic groups; discussion of current event topics; opportunities to discuss and role play appropriate behaviors and explorations of books, films and other media concerning cultures, world holidays, handicaps, women's history, and role models.

Objective 2

Provide an environment that fosters positive emotional growth in a trusting and safe atmosphere where discussions and expressions of feelings and emotional concerns take place.

The success of this objective will be demonstrated when students demonstrate communication skills that promote positive emotional support and are able to express themselves through various media and demonstrate feelings of importance.

Activities to meet this objective include: group and individual discussions; communication skills; painting, writing, drawing, puppetry, role playing, and dance; problem solving; open and honest communication with students.

Objective 3

Provide an environment that enhances cognitive skills, encourages curiosity, creativity, and imagination and promotes thinking and learning.

The success of this objective will be demonstrated when students demonstrate problem solving and thinking skills and use their creativity and imagination.

Activities to meet this objective include: science-related experiments and activities; homework time with assistance as needed; board games, problem resolution activities, drama, computer and perceptual activities, and games; dance, rhythm, play with dress-up clothing, painting, clay play, and self-directed games.

Objective 4

Provide a non-competitive, emotionally and physically safe environment that promotes physical fitness and physical activities.

The success of the objective will be demonstrated when students actively participate in fine and gross motor activities.

Activities to meet this objective include: drawing, painting, finger painting, play dough, puppets, blocks/Legos, use of key boards, beads, weaving, outdoor games, dance, aerobics, jump ropes, obstacle courses, playground equipment, and use of Frisbees.

Objective 5

Provide an environment that fosters and promotes health and safety and ensures good nutritional values.

The success of the objective will be demonstrated when students move about the program space without fear of physical harm, learn about safety and health related issues, and become aware of nutritional issues. Activities to meet this objective include: education in health and safety issues; nutritional snacks; student participation to plan, make and serve snacks/food; community service personnel visits to provide discussions and activities; staff role models for appropriate health and safety behaviors.

SAMPLE DAILY SCHEDULE

Each day children will be offered a wide variety of indoor and outdoor activities. While in a structured environment, children will have the opportunity to choose a preferred activity.

A daily schedule **may** include:

2:45 - 3:00 p.m.	Children arrive
3:00 - 3:05 p.m.	Daily group meeting
3:05 - 3:45 p.m.	Outdoor or gym activities, organized games
3:45 - 4:15 p.m.	Teachers and students share a family style snack
4:15 - 5:15 p.m.	Homework and/or individual and group play, arts & crafts, music, computers & science and literacy activities, and quiet time
5:15 - 6:00 p.m.	Outdoor or gym activities, free play - games, books

SAMPLE PROGRAM ACTIVITIES

A. Outdoor Activities

1. Free play
2. Group games
3. Basketball
4. Jump rope
5. Soccer
6. Kickball

B. Indoor Activities

1. Arts, crafts, STEAM, science literacy and music activities
2. Reading, activities, either individually or in groups
3. Computer time
4. Homework, with assistance as needed
5. Board and card games, puzzles
6. Listening activities using music (selection will be approved by the staff)
7. Daily meeting to discuss school day and activities for the afternoon
8. Daily afternoon snack
9. Free play
10. Quiet time

STRUCTURED FREEDOM AND THE SCHOOL AGE PROGRAMS-BASES

Throughout the operation of the program, children are presented with a number of choices for activities that are supervised by the staff. If the children choose not to participate in any of these activities, they are able to find an appropriate activity to meet their individual needs at that time. A part of the decision making process for the child is to choose with whom he/she will do that activity. In some cases a child will choose to be alone with the chosen activity. A staff member will be available to that child should he/she need assistance or support.

Board and card games, art, crafts, science, literacy activities, and music provide an opportunity for children to establish and build relationships and to resolve differences and problems within the context of the activity. The daily group meeting is a time for children and staff to communicate, use active listening, and talk with one another. With staff support, children learn they have a right to be heard and share a responsibility to listen to others. Children's feelings and needs are validated and respected by the staff. The children learn through modeling to respect their own and others feelings and needs. This cuts across all program activities and promotes the development of personal and interpersonal relationships.

HEALTH AND WELLNESS COMPONENTS

Wellness is integrated into EdAdvance's School Age Programs-BASES policies and procedures and uses a multi-faceted approach in the before and after school programs via staff training and student activities.

Among other topics, staff are trained yearly in emergency preparedness, first aid, CPR and the Department of Public Health Certification for the Administration of Medication (each site is required to have at least one staff person certified in all three areas, at the site, when the children are present), child abuse and neglect reporting, organizing physical activities, preparing and serving healthy snacks.

Eligible EdAdvance School Age Programs-BASES participate in the State Department of Education and Department of Agriculture sponsored Connecticut Adult and Child Food Program (CACFP) to offset the cost of snacks and meals. All program staff follow the CACFP guidelines to plan nutritious meals and snacks to serve to the students. In addition, a new, unique, healthy food item is introduced to the students each month. Students learn about these nutritious new foods through taste tests and also help prepare the daily snacks/meals which include the new food item. Healthy recipes for these foods are shared with parents as well.

The BASES grant funding allows us to train staff to implement the *ReCharge! Energizing After School* healthy lifestyle and wellness curriculum at the EdAdvance School Age Programs-BASES. *ReCharge!* is an innovative program that gets youth in grades 3-6 moving while they learn about healthy eating habits.

The EdAdvance School Age Programs-BASES partner with several community groups who visit the Programs throughout the year and implement a variety of interactive health and wellness activities. Some of these partners include: the AmeriCorps-Northwestern CT AHEC MRC * B * FIT & MRC * B * READY team, local 4-H groups, and the Susan B. Anthony Project. These community partners present on topics such as personal space, feelings, nutrition, physical activities, healthy life style choices, building healthy relationships, good touch bad touch and other health and wellness related topics. A Physical Activity Specialist also visits each site weekly to work with the staff and children to learn and implement various organized games and other physical activities.

Registered nurses are available to consult at all School Age Programs-BASES. The nurses also visit each program at least twice a year to review all the medications, medication administration paperwork, and children's health forms that are on file at the site.

SCHOOL AGE PROGRAM-BASES OPERATING POLICES, ENROLLMENT, & WITHDRAWL PROCEDURES

The Program Director is responsible for the overall operation of the School Ages Programs-BASES. The Program Administrative Team is responsible for the daily operation of the School Ages Programs-BASES. The Head Teacher reports directly to the Administrative Team. Questions regarding the staff or the operating policies of the program should be directed to the Program Director or the Program Administrative Team.

The before school programs are held Monday through Friday at Vogel-Wetmore School, Sandy Hook, Hawley and Middle Gate Schools from 7:00 AM until the start of the school day. All after school programs are open Monday through Friday from school dismissal to 6:00 PM.

The School Ages Programs-BASES admit all children regardless of race, color, nationality, or religious background.

Enrollment for the fall and summer program begins in the spring and continues throughout the school year. Returning families are given first priority for re-enrollment for the following fall program prior to open enrollment for the community. Children are taken on a first come first serve basis. Children may enroll in the program during the school year if openings are available. When necessary, a waiting list is kept for the site. When an opening occurs, the Program Assistant starts with the first name on the list and continues calling the parents on the wait list until she/he has filled all the openings in the program. There will be a registration freeze between Monday, August 8, 2016 and the first day of school. No new registrations or schedule changes will be processed during this time.

A \$100.00 deposit (an additional \$75 for second child, \$50 for third) is also due at the time of registration. Regardless of schedule changes during the year, the entire deposit will be credited to the child's account the last two weeks the child attends the program. In the event that you wish to withdraw from the program before the school year begins, your deposit will be fully refunded if written notice of withdrawal (see attached Schedule Change Form) is received at the EdAdvance main office by 5:00 pm of Friday, July 29, 2016. If written notice is received at the EdAdvance main office, by 5:00 pm of Friday, August 5, 2016 you will be reimbursed half of your deposit. If withdrawal notification is received after 5 pm on Friday, August 5, 2016 no portion of your deposit will be refunded and change/withdrawal will not go into effect until at least the Monday after the first 10 days of school.

A \$35.00 non-refundable processing fee per child (\$50 per family) is due at the time of registration. Registration fees will not be refunded under any circumstance.

Registered families will be charged a per day rate for each morning and afternoon that their child(ren) is registered whether or not they attend on those days. The first 2 weeks of tuition is due by Friday of your child's first week of attendance. **Payments of cash or checks are due at the site, by Friday for the following week of service.** Payments via Visa, and Master Card are accepted for payment through the main office. If you would like to use a credit card to pay your tuition, please contact the Administrative Assistant, Debbie Cashman, at the EdAdvance School Age Program main office at (860)567-0863 x 167. Families can also choose to have the amount of their tuition automatically deducted from their savings or checking account weekly, biweekly or monthly. Please see attached Authorization for Direct Debit of Tuition and Authorization for Credit Card Payments. Any family whose account is in arrears two or more weeks, may not be allowed to attend the program. A \$10 late fee will be attached to each payment received after Friday's due date.

On scheduled half days (i.e. parent/teacher conferences, teacher in-services) the programs will open at dismissal and be available to all families who are registered for that day, until 6:00 PM, for an additional \$12.00* fee per day per child, regardless of whether or not the child attends the extended day program on that specific day, excluding days when school is not in session (i.e. snow days or emergency early dismissals). The per day fee will be charged for each day the child(ren) are registered, regardless of illness or other absences, excluding days when school is not in session (i.e. snow days or emergency early dismissals). A child absent from the program because of vacation/illness will be charged regardless of notification ahead of time.

***\$12 fee subject to change based on actual time of dismissal**

BEFORE AND AFTER SCHOOL PROGRAM-BASES OPERATING POLICIES, ENROLLMENT, & WITHDRAWAL PROCEDURES (con't):

In the case of a school closing or an emergency early dismissal, (i.e. snowstorm, school closure due to extreme heat, power outage, etc.), the after school programs will not operate. However, if an announcement is made by the school or media stating that “all after school activities are cancelled”, they are not referring to the EdAdvance School Ages Programs-BASES. In the event that the School Ages Programs-BASES do close, parents will be notified via e-mail or phone as soon as possible.

If there is a permanent change in a child’s schedule or a withdrawal from the program after the first day of school, 10 school days written notice is required beginning the first day of school. Tuition is payable for those 10 school days regardless of whether or not the family gives notification of withdrawal and whether or not the child attends those 10 school days. **NOTE: After Monday, May 30, 2017 of the current school year, families will be financially obligated to pay for their child’s current schedule through the rest of the school year.** Schedule Change Forms received at the Litchfield Office by August 5, 2016 will go into effect on the Monday that follows the 10-school-days notice. Please use the Schedule Change Form, located in the attachment section of this handbook.

All the requested schedule changes postmarked by July 29, 2016 will become effective on the first day of school. Requested schedule changes postmarked after July 29, 2016 will take effect on the *Monday following the 10 school-day notice.* If more than two schedule changes are made within the same school year there will be a \$15.00 charge for each additional change to cover administrative fees. If a fee is due it must be submitted with the Schedule Change Form. Verbal schedule changes are not accepted nor will they be honored at any time.

If you wish to re-enroll during the current school year, there will be a \$15 re-registration fee and a new deposit must be provided.

Parent(s)/Guardian(s) of children enrolled in the program are responsible for notifying the program and school office and/or classroom teacher the days that their child(ren) are scheduled to attend. If a child is absent or if there is a permanent change in the days they attend, it is the parent/guardian’s responsibility to notify the school and the program. **If the parent/guardian fails to notify the school and program, of an absence, resulting in a search for the child, a \$5.00 “search for child” fee will be applied to your tuition payment account.**

The program will accept only the number of students determined by the State licensing regulations for that site. The staff will consist of a Head Teacher and Teacher Assistant(s) for a ratio of 1:10. The ratio will be 1:6 when children go swimming during the Summer Adventure Program. There will always be 2 staff on site even if the group size falls below 10. The group size shall be no larger than 20 children.

There will be a file kept on site at all times for every child who is enrolled in the program. The file will include the child’s registration forms (including date of birth) and an updated copy of his/her health form. A child will not be permitted to attend the program if his/her file is not complete or up to date. It is the parent/guardian’s responsibility to provide the program with their most current information.

The EdAdvance School Age Program staff will assume full responsibility your my child(ren) from the time he/she is signed in to the program until he/she is signed out by a person authorized by the aren’t/guardian. Parents shall have access to the EdAdvance School Age Programs-BASES during the hours of operation.

If a parent/guardian is consistently late for pick up their child may not be able to continue with the program.

The parent/guardian who signs the registration paperwork is responsible for tuition payments unless otherwise stated in legal documents. We are unable to keep separate tuition payment records for the same child. If both parents/guardians are financially responsible for the program tuition and the child’s account is in arrears for more than two weeks, the child may no longer be allowed to attend the program regardless of which parent’s/guardian’s tuition payment is due.

SCHOOL AGE PROGRAMS-BASES CHILD DISCIPLINE & CHILD ABUSE POLICY

Discipline Policy

The program has specific rules which will be demonstrated consistently during the program year. These rules will be used to set limits necessary to insure the safe management of the program and to protect the rights of individual children. The staff will always try to use positive guidance and acceptable forms of redirection when interacting with the child(ren).

A serious problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; is inflicting physical or emotional harm on other children or themselves; is physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program. When conflicts occur, it is our goal to work with the individual child, listen to what he/she has to say and help to resolve the conflict through effective communication.

In correcting a child who has exceeded a limit, two steps will be taken. First a child is given a verbal warning or reminded what the rule or limit is, so the child has a chance to check/change his/her behavior. If the problem persists or, in case of more serious incidents, an adult will step in and redirect the child to another activity, and the parents will be notified by the staff with a phone call or in person at pick-up (depending on the severity of the incident). The reasons for the limit will be explained again to the child in terms that he/she can understand.

When a child becomes physically abusive, an adult will remove him/her from the activity in which he/she is participating. The adult will talk with the child until he/she is ready to rejoin the group. If necessary, the child may be physically separated from the other children in a quiet area of the classroom for a period of time not to exceed five minutes. The rule of thumb that will be used when removing the child to a quiet area of the classroom will be one minute for each year of age of the child. No child will ever be removed from the classroom and left unattended. All events will be written up in an incident report and placed in the child(ren)'s file (please refer to our incident policy).

If discipline problems persist, parents will be asked to attend a conference with the staff to assist in working out an equitable solution to the problem. A parent's unwillingness to cooperate will result in the removal of the child from the program. If, after the conference, the problems persist, the child may be asked to leave the program. If a child is asked to leave the program, he/she will not be allowed back into the program without subsequent approval from the Program Director.

If a child is unhappy in the program, every attempt will be made by the staff to help the child ease into the program. The staff will also be in contact with the parents for suggestions. If there are discipline problems with a child, parents may be asked to attend a conference with the staff to assist in working out an equitable solution to the problem. If the parents are unwilling to cooperate, or if a discipline problem continues that could be dangerous to their child or the other children who attend the program, this may result in the removal of the child from the program.

It is the policy of EdAdvance to never resolve conflicts by using physical or verbal abuse. Staff shall not use neglectful, abusive, corporal, humiliating or frightening punishment under any circumstances. We will not allow others, including children and parents, to do so at the program site.

Child Abuse Policy

As child care providers and mandated reporters of child abuse, it is the responsibility of the staff to report any suspicions of abuse whether it is physical, emotional, sexual or neglect. Abuse means that a child has had physical injuries inflicted upon him/her other than by accidental means or has injuries which are in variance with the history given to them. Neglect is if a child is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, and deprivation of necessities, emotional maltreatment, or cruel punishment.

If the staff suspects abuse, they will call the Department of Children and Families (DCF) CARELINE at 1-800-842-2288 within 12 hours of the incident. A completed DCF 136 form shall be submitted to DCF within 48 hours. The staff will also report to the Program Director and the EdAdvance Director of Operations. If the staff has any questions regarding child abuse, they may talk to the DCF CARELINE, the Program Director or Assistant Director.

SCHOOL AGE PROGRAMS-BASES DISCIPLINE & CHILD ABUSE POLICY (con't)

Staff meetings and/or conferences/seminars will be offered to the staff for training and increasing awareness. These meetings/seminars include reviewing all of the program's policies and procedures as well as training on recognizing the signs and symptoms of child abuse and neglect.

Any child suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care.

After determining the nature of the injury, the staff will take the following steps:

Parents are notified and given copies of all EdAdvance discipline and child abuse reporting policies, as well as Connecticut child abuse reporting laws at the beginning of their enrollment through the program policy and procedure handbook.

If at any time an allegation of abuse is brought on a staff member, the parents, staff or anyone who accuses the person will call the Program Director or the Director of Operations who would launch an immediate investigation and notify DCF and the State Licensing Agent. The staff member will be immediately removed from the program and assigned to other duties during the investigation.

EdAdvance
ABUSE AND NEGLECT NOTIFICATION PROCESS

The State of Connecticut has approved a series of procedures for filing reports where a mandated reporter suspects abuse or neglect of a child. Given the fact that many EdAdvance employees work in our member schools, it is important to assure that staff from EdAdvance and our member districts communicate effectively and legally in this highly volatile area. All appropriate staff will adhere to the following procedures:

1. EdAdvance will identify all staff who will be mandated reporters.
2. All mandated reporters will receive training in the law.
3. EdAdvance will provide member districts a list of mandated reporters.
4. If an EdAdvance employee makes the decision to file a report the following steps will be taken:
 - A. The EdAdvance staff will verbally contact DCF within 12 hours and file the necessary written report (DCF 136) within 48 hours of suspecting a child has been abused, neglected or is in danger of being abused.
 - B. The staff will notify the Director of Operations of the filing of a report.
 - C. The Director of Operations will contact the member district's designee and inform him/her of the filing and determine any next steps. The steps may include:
 - Notification of the family of the report
 - Direct intervention by the school district in regards to a school employee
 - Further investigation, either jointly or individually

If the staff from a member district files a report of suspected abuse or neglect in regard to an EdAdvance employee, the member district's designee will notify the Director of Operations and the same process as identified above will be used.

EdAdvance BOARD POLICY STATEMENT

RE: SUSPECTED ABUSE/NEGLECT OF CHILDREN

Approval Date: May 2014

RATIONALE-It is the policy of the State of Connecticut to protect children whose health and welfare may be adversely affected through injury and neglect; strengthen the family and make the home safe for children by enhancing the parental capacity for good child care; provide a temporary or permanent nurturing and safe environment for children, where necessary; and for these purposes, require the reporting of suspected child abuse, investigation of such reports by a social agency/local police, and the provision of services, where needed, to such child and family.

In order to insure that the above policy of the State of Connecticut is fully implemented, EdAdvance does hereby establish the following policies with respect to suspected abuse or neglect of a child in accordance with the administrative procedures of EdAdvance:

1. All personnel of EdAdvance shall fully comply with all the requirements of the General Statutes and with regulations promulgated by the Commissioner of the Department of Children and Families with respect to the reporting of suspected abuse or neglect of a child in accordance with the administrative procedures of EdAdvance.
2. All personnel of EdAdvance shall fully comply with all the requirements of the General Statutes and Regulations promulgated by the Director of the Office of Protection and Advocacy for persons with disabilities with respect to the reporting of suspected abuse or neglect of mentally retarded children between the ages of 18 and 21 in accordance with the administrative procedures of EdAdvance.
3. All personnel shall cooperate fully with the investigation of suspected abuse and neglect by the Department of Children and Families (DCF), a law enforcement agency, and/or the Office of Protection and Advocacy for persons with disabilities, and with all court proceedings involving suspected abuse and neglect.
4. Such mandated reporting requirements of the general statutes and regulations, and the administrative procedures regarding reporting, shall be appropriately reviewed with all professional and paraprofessional personnel who are mandated reporters, and with school personnel who are not mandated reporters (e.g. secretaries, maintenance, cafeteria, and transportation staff) at periodic intervals not less frequently than once each school year.
5. Any child suspected of having been abused or neglected who is in need of health care attention shall be provided such health care to the same extent it would be provided to any other child in need of such care.
6. All personnel of EdAdvance shall treat all cases of suspected abuse and neglect with full consideration of the privacy of children and families, and will maintain appropriate confidentiality within the limitations of federal and state laws and local policy.

The purpose of this Board Policy is to inform all employees in the school system of the statutory requirements to report suspected child physical or sexual abuse, and neglect, and of their immunity from civil liability or criminal penalty for making such reports.

Legal Citations: Conn. Gen. Stat. Sections 17a-101, 102, 103, 104, 106 and Conn. Gen. Stat. Sections 19a-458a, as amended by Pubic Act 96-246

EdAdvance adheres to the following Connecticut Reporting Laws.

Connecticut Child Abuse Reporting Laws

The following is an outline of the legal requirements of “mandated reporters,” those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. Connecticut has enacted new laws to protect children from child abuse and neglect. These went into effect on October 1, 2002. Public Acts 02-106 and 02-138 can be obtained on the Department of Education’s website (www.state.ct.us/sde) under “Legal and Gov Affairs”, “Education Bills: 2002.”

Who must report?

- ✓ Battered Women’s Counselors
- ✓ Chiropractors
- ✓ Child Advocate and any employee of the Office of the Child Advocate
- ✓ Dental Hygienists
- ✓ Dentists
- ✓ Department of Children and Families Employees
- ✓ Department of Public Health employees responsible for the licensing of child day care centers, group day care homes, family day care homes or youth camps.
- ✓ Family Rel. Counselor Trainees (Judicial Dept.)
- ✓ Family Relations Counselors (Judicial Dept.)
- ✓ Family Services Supervisors (Judicial Dept.)
- ✓ Foster Parents
- ✓ Judicial Department Employees (Family Relations Counselors, Family Counselor Trainees, Family Services Supervisors *as of 10-01-2010)
- ✓ Licensed/Certified Alcohol and Drug Counselors
- ✓ Licensed/Certified Emergency Medical Services Providers
- ✓ Licensed Foster Parents
- ✓ Licensed Marital and Family Therapists
- ✓ Licensed or Unlicensed Interns at Any Hospital
- ✓ Licensed or Unlicensed Resident Interns
- ✓ Licensed or Unlicensed Resident Physicians
- ✓ Licensed Physicians
- ✓ Licensed Practical Nurses
- ✓ Licensed Professional Counselors
- ✓ Licensed Surgeons
- ✓ Medical Examiners
- ✓ Members of the Clergy
- ✓ Mental Health Professionals
- ✓ Optometrists
- ✓ Parole Officers (Juvenile or Adult)
- ✓ Persons Paid to Care for Children
- ✓ Persons who Provide Services to and have Regular Contact with Students
- ✓ Pharmacists
- ✓ Physical Therapists
- ✓ Physician Assistants
- ✓ Podiatrists
- ✓ Police Officers
- ✓ Probation Officers (Juvenile or Adult)
- ✓ Psychologists
- ✓ Registered Nurses
- ✓ School Administrators
- ✓ School Coaches
- ✓ School Guidance Counselors
- ✓ School Paraprofessionals
- ✓ School Superintendents
- ✓ School Teachers
- ✓ Sexual Assault Counselors
- ✓ Social Workers
- ✓ Substitute Teachers
- ✓ Sexual Assault Counselors
- ✓ Social Workers
- ✓ School Coaches or Coaches of Intramural or Interscholastic Athletics

What must be reported?

Mandated reporters are required to report when they have reasonable cause to suspect that a child under the age of 18 is in danger of being abused, or has been neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury inflicted upon him by a person responsible for the child's health, welfare or care, or a person given access to the child by the responsible person.

Mandated reporters are only required to report situations they become aware of through their professional capacity. They can and should report other situations.

When making a report, a mandated reporter is required to provide the following information, *if known*:

- names and addresses of the child and his parents or responsible caregiver
- child's age and gender
- nature and extent of injury(ies), maltreatment or neglect
- approximate date and time the injury, maltreatment or neglect occurred
- the circumstances in which it became known to the reporter
- information about previous injury, maltreatment or neglect of the child or siblings
- name of the person suspected to have caused the injury, maltreatment or neglect
- any other information the reporter believes would be helpful
- any action taken to treat or help the child

How to Report

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused, neglected or is in danger of being abused.

- This includes reports in which a school employee is the suspected perpetrator; under former law, such reports were made to the superintendent or his/her designee.
- Mandated reporters who work for a hospital, social welfare agency or other institution must also report directly to DCF or the police (not to the head of the institution).

If the oral report is made to DCF and includes all of the required information contained on the DCF-136 form, if known, a written report is not required. Previously, the filing of a DCF-136 form was required. (However, reporters may still wish to file a 136 report for personal or professional reasons.) If reports are made directly to the police, then a written report must be submitted to DCF within 48 hours.

After making a report, mandated reporters who are members of the staff of a public or private institution or facility that cares for children, or public or private school must also notify the head of the school, institution or facility designee.

In the case of a report concerning a certified public school employee, a written report must also be sent by the person in charge of the facility to the Commissioner of Education.

In the case of a report concerning an employee of a facility or institution that provides care for a child that is licensed by the State, a written report must also be sent to the executive head of the state licensing agency.

Anonymity

Mandated reporters are asked to give their name when they make a report to DCF. This greatly aids in the investigation of the report. However, reporters may request anonymity. This means that DCF would not disclose their name or identity unless mandated to do so by Connecticut General Statutes (Sections 17a-28 and 17a-101). Information not disclosed upon request includes the name of the reporter or any identifying information regarding the source of the report (e.g. school personnel, medical facility).

DCF will advise all reporters that the Department cannot maintain the anonymity of the reporter under the following circumstances:

- when court activity to protect a child requires the Department to call the reporter as a witness
- in any report resulting in criminal prosecution, when the Department is mandated to share the case record and all information with the state's attorney or designee.

Unless the reporter has authorized disclosure, in all cases in which a parent or legal representative wishes to review the case record, DCF shall protect the identity of the reporter by eliminating all references to the reporter's name or any identifying information.

Immunity and Penalty

Immunity from civil or criminal liability is granted to people who make required reports in good faith.

Anyone who knowingly makes a false report of child abuse or neglect may be fined up to \$2,000 or imprisoned for not more than one year, or both.

Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The attorney general can bring a court action against any employer who violates this provision, and court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

- When a child is suspected of being abused or neglected by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility must immediately notify the child's parents or other person responsible for the child's care that a report has been made.
- Health care professionals may need to talk with parents to assess the cause of a child's injuries.
- Mental health professionals or members of the clergy may want to talk with parents in order to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may *not* be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and interfere with a possible criminal investigation.

Investigation of Abuse or Neglect Report

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse and neglect. This includes reports in which a school employee is the alleged perpetrator; previously these reports were investigated by school superintendents.

If the report contains sufficient information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports.

In all cases, DCF must complete the investigation in 30 calendar days.

When conducting a child abuse or neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize interviews with any child.

DCF must obtain consent of the parent, guardian or person responsible for the child's care for any interview, unless DCF has reason to believe such person or a member of the child's household is the alleged perpetrator.

When such consent is not required, the interview must be conducted in the presence of a "disinterested adult." If a disinterested adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk of physical harm, DCF or a law enforcement agency will still interview the child.

If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

Abuse by a School Employee

School superintendents must suspend a public school employee (in a position requiring a certificate) when the investigation produces evidence that the employee abused a child. (Previously, this was allowed, but not required.)

The superintendent may suspend any other school staff member in similar circumstances.

The state's attorney must notify the superintendent or supervising agent of a non-public school, and the Commissioner of Education when a certified school employee, or any person holding a certificate issued by the State Board of Education, is convicted of a crime involving an act of child abuse or neglect.

Any private school or public or private institution facility providing child care may suspend a staff person when an investigation produces evidence that the person abused a child. The suspension must be with pay, not diminish or terminate the employee's benefits, and remain in effect until the investigation is completed

Written Policy for Schools

Local and regional boards of education were required to adopt a written policy on the reporting of child abuse by school employees by February 1, 1997, reflecting the act's changes.

Note:

This summarizes Connecticut General Statute's section 17a-101 (et.seq.) as amended by Public Act 96-246. It is meant to be used as a handy reference to Connecticut's child abuse reporting law, not as a substitute for the text of the law.

**To report suspected child abuse or neglect, call:
Child Protection CARELINE (24 hours a day)
1-800-842-2288**

**TDD Number
1-800-624-5518.1.1.1**

**From outside Connecticut:
1-800-344-2599**

If you are unsure if a situation is reportable under the law, feel free to call the Child Protection CARELINE, the social work staff will be happy to discuss the situation with you.

For information about the definitions and/or signs and symptoms of child abuse and neglect please call DCF Public Affairs and Information Office at (860) 566-2497.

If you have any questions, feel free to call your local DCF office (see list below) or the DCF Public Affairs & Information Office at (860) 566-2497.

NORTHWEST REGION
Waterbury (203) 759-7000
Danbury (203) 797-4040
Torrington (860) 207-5100

SOUTHWEST REGION
Bridgeport (203) 365-6200
Stamford (203) 348-5865
Norwalk (203) 899-1400

EASTERN REGION
Norwich (860) 886-2641
Willimantic (860) 450-2000

NORTH CENTRAL REGION
Hartford (860) 418-8000
New Britain (860) 832-5200
Manchester (860) 533-3600

SOUTH CENTRAL REGION
New Haven (203) 786-0500
Meriden (203) 238-6185
Middletown (860) 638-2100

CHILD BULLYING PREVENTION POLICY

EdAdvance is designated as a school district; therefore we follow the policies and procedures in accordance with the Board of Education in each town where we hold an EdAdvance School Age Program. Below is the act that was passed by the Connecticut legislature in regard to bullying behaviors in school. In addition to following this policy we also ask that parents'/guardians' immediately inform Tracey Lay, Director of the EdAdvance School Age Programs-BASES, at 1800-852-4314 x 143, as well as school personnel of any suspected bullying behavior directed against your child or another child.

The Connecticut legislature has passed an act concerning bullying behavior in schools:

AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-222d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) As used in this section and sections 10-222g, as amended by this act, 10-222h, as amended by this act, and sections 4 and 9 of this act:

(1) "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable

fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.”

Consistent with this law, we are asking that parents/guardians immediately inform school personnel (e.g., your child’s teacher, program administrator) of suspected bullying behavior directed against your child or another child. You may formally notify the school personnel in writing or feel free to call either your child’s teacher or program administrator.

It is also important for you to know that, consistent with this law, your child may anonymously report acts of bullying to our teachers, other educational personnel (e.g., school social worker) and /or program administrator. When possible, please encourage your son/daughter to make such reports if they felt they have been bullied or if they have witnessed another student being bullied. Bullying behavior is prohibited by our student discipline policy/codes of conduct and may lead to disciplinary action, including suspension from school (or in more severe cases, expulsion by your child’s school district). The new law requires us to notify parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against such acts were directed.

We are aware that incidents of bullying are rarely committed in view of supervising adults. Victims are most vulnerable in situations beyond the eyes of staff, such as the playground, buses, restrooms, and bus stops. The most likely adult to be informed by a victim is the parent. Parents are often reluctant to inform the school due to the student’s fear of redress. Without parent input, the school personnel will be informed and unable to intervene to stop this behavior. It is vital that school staff and parents continue to work together to protect the safe environment of our school programs.

The swift and consistent actions of the staff and administrators will contribute to building a social climate in which students feel they can trust that all adults are involved in their safety. Therefore, consistent steps of intervention must be taken upon initial awareness of an incident, and in a continued hostile situation.

EdAdvance believes that all students and staff have the right to attend a school that promotes a secure and safe school climate conducive to teaching and learning and free from threat, harassment and any type of bullying behavior. Therefore, it is the policy of the Board that bullying of a student by another student is prohibited.

General Guidelines:

EdAdvance’s policy on bullying behavior seeks to accomplish the following goals:

- To promote a secure and safe environment free from threat, harassment, and all types of bullying behavior;
- To take action to prevent bullying from occurring;
- To require any staff member who witnesses acts of bullying or receives student reports of bullying allegations to notify school administrators in writing;
- To inform parents and students of the school’s expectations through the published student code of conduct;
- To foster productive partnerships that promote a bully free environment;
- To notify students annually of their right to file an anonymous complaint;
- To enable students to make anonymous reports, verbal or written, alleging bullying to teachers and school administrators and be notified annually of the process for doing so;
- To enable parents or guardians to file written reports of suspected bullying;
- To maintain a recording and reporting system that documents verified incidents of bullying behaviors and make such available for public inspection;
- To establish procedures that require school administrators to investigate and respond to written complaints and review any anonymous reports of bullying except that no disciplinary action shall be taken solely on the basis of an anonymous report;

- To notify parents or guardians of the student(s) who commit acts of bullying and the parents or guardians of the student(s) against whom acts of bullying were committed of verified reports of bullying as well as the targeted students, and invite parents/guardians to attend at least one meeting;
- To make the staff aware of their in fostering the knowledge and attitudes that will be required to achieve the above goals;
- Include a prevention and intervention strategy for public school staff to deal with bullying;
- Direct the development of case by case intervention for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline; and identify the appropriate school personnel responsible for taking a bullying report and investigating the complaint. This should include coordination with the district Title IX Coordinator.

EdAdvance ADMINISTRATIVE GUIDELINES

The EdAdvance administrative staff will strive to create an atmosphere free of bullying behaviors by implementing procedures that ensure:

1. Awareness and involvement on the part of staff, students and parents with regards to bully/victim problems;
2. Data collection to document bully/victim problems to determine the nature and scope of the problem;
3. Planned professional development programs addressing bully/victim problems;
4. Provision of appropriate supervision by adult staff during recess, lunch and change of classes;
5. Consistent and immediate consequences for aggressive behavior;
6. An atmosphere that promotes pro-social and helpful behavior by students;
7. Development of specific class rules against bullying and ongoing dialogue with students about the impact of bullying behaviors;
8. Timely communication with bullies, with victims, and with the parents or guardians of both groups;
9. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
10. Respectful responses to bullying concerns raised by students, parents or staff;
11. Avoidance of sex-role stereotyping; (e.g. males need to be strong and tough)
12. An atmosphere of team spirit and collaboration;
13. Use of peers to help improve the plight of victims and include them in group activities;
14. Modeling positive, respectful, and supportive behavior for students;
15. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

The above measures are considered part of an effective school wide anti-bullying program.

Steps for intervention:

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

Implementation of positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education;

1. A school survey to determine the prevalence of bullying;
2. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy;
3. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts;
4. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur;
5. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school;
6. Individual intervention with the bully, parents, and school staff, and interventions with the bullied child, parents; and the school staff;
7. School wide training related to safe school climate; and

8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

Complaint Procedure*

This procedure is for child day care programs which are licensed under the authority of Connecticut General Statute's 19a-79-1a through 19a-79-12.

Most problems within a day care center are non-life threatening and can be resolved by:

- 1. Discussing the problem with the teacher.**
- 2. Discussing the problem with the program director.**
- 3. If the problem is not resolved, you may contact the Department of Public Health and Addiction Services Day Care Licensing Unit.**

In case of emergency, notify the Department of Public Health and Addiction Services as soon as the emergency is under control.

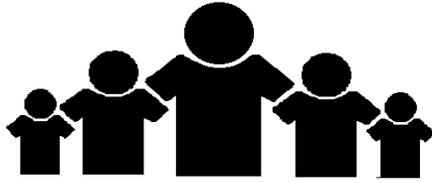
In cases of abuse/neglect or life threatening situations, contact the Department of Children and Families at 1-800-842-2288 and the Department of Public Health and Addiction Services - Day Care Licensing Unit.

ALL INSPECTION REPORTS AND COMPLIANCE LETTERS ARE AVAILABLE FOR YOUR INSPECTION AT THIS DAY CARE PROGRAM OR BY CONTACTING THE DEPARTMENT OF PUBLIC HEALTH AND ADDICTION SERVICES - DAY CARE LICENSING UNIT AT:

410 CAPITOL AVENUE	(860) 509-8045
P.O. BOX 340308	(800) 282-6063
HARTFORD, CT 06134-0308	(800) 439-0437

THE SAME PROCESS WORKS FOR COMPLIMENTS AS WELL!

* This procedure is from the State of Connecticut, Department of Public Health



SCHOOL AGE PROGRAMS-BASES

POLICIES
AND
PROCEDURES

SCHOOL AGE PROGRAMS-BASES CONFIDENTIALITY POLICY

Any event or incident that involves the children or another staff person in the program is confidential and cannot be discussed with anyone who is not associated with the child/staff of the program. The School Age Programs-BASES strongly enforce this state law. All staff must be professional in deciding what is being said, how it is said and to whom it is being said about. In order to maintain confidentiality, all information concerning the children (i.e. files, medications, health history) remains in a locked cabinet when the program is not in session.

CHILD ACCIDENT/INCIDENT POLICY

The School Age Programs-BASES staff will always try to prevent accidents/incidents from occurring during the operation of the program. However, if a serious problem does occur, the staff will follow the guidelines set in the Discipline Policy by first removing the children involved to an isolated space, if possible (unless a serious injury has occurred), then by removing the rest of the children from that area. If the situation became physical, the staff will check to see if any injuries have occurred. Any injuries will be treated immediately, and the staff will talk to the child(ren) about what occurred. An Incident Report form will be filled out for the child(ren) who were involved and an Accident Report form will be filled out for any child(ren) who was injured. All forms will be filled out within 24 hours of the incident, with the parent/guardian's signatures requested. A copy will be placed in the child's file at the site and at the main office in Litchfield. If an incident occurs, the staff will contact all parents/guardians of the children involved and the EdAdvance School Age Administrative staff.

PLAN OF SUPERVISION

Upon arrival, each child's name will be checked off and their time of arrival noted on the attendance roster by a staff member. No child will leave the program until their parent, guardian or approved adult has initialed the attendance roster and noted the departure time next to the child's name. For a full day program and a before school programs, each child will be accompanied to the program by a designated adult who will sign the child(ren) into the program and document their time of arrival. A copy of the attendance roster will be kept with the children at all times.

The staff supervision ratio is one adult to ten children both in indoor and outdoor activities. At no time will the nuclear group exceed 20 children. All children will be supervised at all times. There will be at least 2 staff over the age of 18 on site at all times. Staff members (ratio 1:10, 1:6 when swimming in the summer program) will be in attendance at all times during the hours of program operation. In the absence of a staff member, a substitute or a Program Administrator will take his/her place. At no time will children be left unattended in the licensed room or at outside play.

When the children are on the playground and are functioning as a nuclear group, all staff will supervise the group. Should a small group break away from the nuclear group to move to another area of the playground (i.e. play equipment area), at least one staff person will supervise each group.

During indoor activity time, all staff will provide direct supervision while working with a nuclear group. If the children break into smaller groups for activities and free play, the staff will move to those areas to supervise as needed.

The children will be taken in groups to the bathroom throughout the program hours. They will be brought to the bathroom by a staff person for washing before snack time and/or upon return from outside. If an individual child needs to use the facilities, a staff person will escort him/her, and if necessary bring other children with them in order to meet the staff-child ratio.

PLAN FOR SAFEGUARDING OUTDOOR PLAYSPACE

The outdoor public school playground will be maintained by the school's custodial staff. This would include the maintenance of the lawn, snow plowing, and maintaining play equipment and the area surrounding the apparatus. If at any time, the playground equipment is not safe for the children to use, the staff will inform the custodial staff and/or a school official, and will keep the children away from the equipment until such a time when it is safe again.

The area directly surrounding the playground will have boundaries (chain link fence) set up so that the children may not go past it without a teacher accompanying them. If there is no fence present, then a "natural" fence/border will be set up by the staff of the program. If the children wish to use the field area, they will only be able to do this with the staff supervising them.

Drinking water will be available for the children through water fountains and/or a thermos/water cooler.

The children will be brought outside through the exit that goes directly to the playground. This will be done in an orderly fashion with the staff guiding the children.

The staff will supervise the children at all times. One staff member will stay on each side of the playground unless there is a more congested area elsewhere.

The staff will make sure the children are aware of the playground rules at all times.

CHILD MEDICAL EMERGENCY PLAN: ACCIDENT AND INJURY POLICY

If there is any evidence of trauma to the body (ex. scrapes, bumps, bruises), the staff will complete an Accident Report Form that requires a parent signature.

For a medical emergency:

After determining the nature of the illness or injury, the staff will take the following steps:

1. If the child requires immediate or life-saving treatment (more than what the staff is able to provide) for the illness or injury, the staff will first call 911 for an ambulance to transport the child and a staff person to the hospital. The staff person will bring the child's medical permission form and student file. Other staff members will contact the parent to apprise them of the situation.
2. First aid will be administered by a certified staff member* and based on the nature of the emergency, appropriate first aid measures will be followed.
3. A parent or guardian will be contacted and apprised of the situation.
4. If the child requires more treatment for the illness or injury than the staff is able to provide, and the parent is unable to pick up the child and take him/her for medical treatment, an ambulance will be called to transport the child to the hospital. **The staff will not transport the child in his/her own vehicle.** A staff person will accompany the child in the ambulance to the doctor or hospital bringing along the child's Emergency Card and student file. (Note: In a serious life-threatening situation, an ambulance will be called immediately.)
5. If staff is unable to contact the parent or guardian, EdAdvance will be authorized to secure appropriate medical attention from the child's physician or from our consulting doctor or dentist.
6. When a staff member is required to leave the premises with a child, a Program Administrator will be called immediately and back up staff will be sent to the site, if needed, to cover for the absent staff member.

7. Children with any life threatening allergies, including insect bites, food, or medication will be identified and staff will be knowledgeable in steps to be taken in case of a reaction.
8. The Head Teacher will notify a Program Administrator immediately of any medical emergency that has occurred and appropriate reporting forms will be completed.

*Staff must have successfully completed a Department of Public Health approved course in First Aid & CPR

CHILD HEALTH POLICY

To ensure the safety and well-being of each and every child, the EdAdvance School Age Programs-BASES have established a health policy to address emergencies and illness. In addition to staff trained in CPR and First Aid, a pediatrician/RN consultant and a dental consultant are on call.

The following are guidelines you should follow in determining whether your child is healthy enough to attend the program. Children diagnosed as having a contagious illness must remain at home until all danger of contagion has passed.

When a child should stay home.....

- *Runny nose that produces thick, persistent discharge, inhibiting normal activity*
- *Persistent, loose cough that produces discharge and/or worsens with activity*
- *Deep congestion in the chest, labored breathing*
- *Frequent loose bowels*
- *Temperature - A child must be fever free for 24 hours before returning to the program*
- *Eyes that are pink, sore, or crusty with a discharge*
- *Rashes of an undetermined nature, open blistery, oozing or bloody sore that can not be covered*
- *Vomiting*
- *Head lice (child can not return until all of the nits are removed)*
- *Pin worms*
- *Infections treated by antibiotics unless medication has been given for at least 24 hours*
- *Other communicable diseases until after start of treatment & with physician permission to return to school*

CHILD HEALTH RECORD POLICY

Each child must have a copy of his/her health form on file at the program before he/she may attend the program. The only acceptable health record is a State of Connecticut Child Care Health Record, which has been completed within the last 13 months, shows all current immunizations, and is signed and dated by a physician; advanced practice registered nurse or physician's assistant. It is the parent's responsibility to make sure their child's records are up to date. If the health record is out of compliance with the CT State Department of Public Health licensing regulations by not showing all current immunizations and/or is not signed and dated by a physician, advanced practice registered nurse or physician's assistant, a child may not attend the program until a current health record is provided. With parent permission, a copy may be obtained from the school nurse.

SICK CHILD CARE PLAN

When a child becomes ill while at the program, the School Age Program staff will supervise the child in an area that is located away from other children so that she/he may rest quietly. An ill child will never be left unattended by an adult. Parents will be contacted immediately to arrange for the child to go home. If unable to reach parents, staff will notify authorized person(s) from the child's Emergency Card. Children diagnosed as having a contagious illness must remain at home until all danger of contagion has passed. (See Health Policy for more details regarding contagious illnesses.) The illness will be documented on an Illness Log (see Head Teacher's Handbook). A copy of the log will be given to the parent upon arrival and a copy will be placed in the child's file at the site. If the child is diagnosed with a communicable disease, a Communicable Disease Notice will be issued to program parents for their information. The child with the illness will remain anonymous. Parents may be asked to provide documentation that is signed and dated by a physician, advanced practice registered nurse or physician's assistant that their child is no longer contagious and can return to the program.

ADMINISTRATION OF MEDICATION POLICY

The School Age Programs-BASES staff will administer medication in emergency situations. An emergency situation includes asthma attacks and severe allergic reactions. Emergency medications that may be given include inhalants, and epi-pens. Antibiotics, Ritalin, Tylenol and other such medications will be given out on full or extended days only after all efforts are made by the parent/guardian to give the medication before or after program hours. If medication is to be administered at the program the State of Connecticut Department of Public Health (DPH) approved/required forms, which include all of the information necessary for the safe and correct administration of medication at the program, must be completed by the parent/guardian and doctor of the child who will be given the medication. ***Children will not be allowed to attend the program until all necessary paperwork and medications have been submitted and approved by certified EdAdvance staff.*** Any unused medications will be returned to the parent upon withdrawal. Any medication that is not picked up by the parent will be destroyed in accordance with State of Connecticut DPH regulations.

Only staff who have successfully completed both Module I and II of the State of Connecticut DPH approved Administration of Medication Course will administer medication at the program. In the event that medication is administered, the certified staff member will document that the correct medication is given to the correct child at the correct time. All medications to be administered during program hours must be given directly to a certified EdAdvance staff person. Medications must not be left at the school office to be given to EdAdvance Program staff nor may they be given to a staff person who is not certified to administer medication.

All medications (except epi-pens and inhalers) in the possession of the School Age Programs-BASES, will be stored in a locked box, with the original prescription label including the child's name unless otherwise directed by DPH regulations. Epi-pens and inhalers will be carried by a staff person and readily accessible to the prescribed child in the event of an emergency.

EMERGENCY EVACUATION PLAN & PLAN IN CASE OF FIRE

1. On hearing the fire alarm, direct, simple, verbal commands will be given for evacuation of the children i.e. "Line up at that door!" Verbal instructions will be coupled with physical signals and assistance (i.e. pointing, firm guiding of individual children as needed.)
2. A completed daily attendance sheet along with the children's Emergency Cards and medication will be taken outside with the children and staff. If child(ren) are in other areas of the building with other staff, that staff will be responsible for assisting the group in leaving the building at the nearest exit
3. Once all children are aligned at the nearest exit door and a head count is taken, the group will proceed to the designated building emergency exit. Staff will be familiar with the "Emergency Evacuation Floor Plan". One staff member will lead the group and one will follow at the end of the group. One staff member will be designated for making a last review of the room to assure all children have been evacuated.

4. The door will be closed on exiting to help in fire containment.
5. No one will stop to collect coats or other belongings while evacuating.
6. Once outside the building and free of danger, the count of children will be confirmed. Any discrepancy in number will be checked out by the staff who, if possible, can return to the building to locate a missing child(ren).
7. The group will proceed via the designated route to the playground area and await further instructions from the personnel in charge.
8. A staff member will conduct a final count by roll call of names.
9. The group will not return to the building until/unless alarm is discontinued and safety is assured.
10. If the group is unable to return to the building, appropriate emergency officials will be contacted to transport the entire group to the closest, safe site at which time parents will be contacted.
11. If possible, a sign will be posted on the front door of the building describing the whereabouts of the group.

EMERGENCY PREPAREDNESS PLAN FOR PROGRAM

In the event of a weather emergency, the following steps are taken:

1. Efforts are made to assess weather conditions as early as possible, in order to make the best decision regarding the closing or evacuation of the EdAdvance School Age Programs-BASES.
2. If the decision is made to close the EdAdvance School Age Programs-BASES while school is on a regular dismissal schedule, all parents will be notified via e-mail and/or telephone by program staff. If time allows parents will be given the option of sending their child home on the bus when school closes. The decision to close will be made by the Administrative Team in conjunction with program Head Teachers.
3. In cases where the program is in session and an emergency occurs, parents are notified by phone, if possible (radio and/or TV notice is given) and the children remain at the site. If phones are not operating, the proper authorities are notified by cell phone that the staff and children are at the site.
4. If alternate staff coverage is required, staff will call a member of the Administrative Team for back up staff.
5. If an emergency evacuation is necessary, emergency numbers are called for assistance. Local authorities, including the police and the office of the Superintendent of Schools, are notified of the whereabouts of the class. A sign describing the whereabouts of the class is posted on the front door of the school. Student records are removed from the site when an evacuation occurs.
6. If an emergency evacuation is necessary, the appropriate authorities will call/inform the site to let the staff know what procedures to follow. Because the program is located at a public school, the School Age Programs-BASES are on the list to be notified in case of an emergency.

EMERGENCY EARLY DISMISSAL PLAN FOR SCHOOL

An emergency early dismissal is the closure of the school building prior to the opening of the EdAdvance School Age Programs-BASES due to unexpected circumstances (i.e. inclement weather, extreme heat or power outage). **In the case of an emergency early closure of the school, all after school programs are canceled and there will be no staff at the EdAdvance School Age Program sites. Tuition fees will not be charged for those days. Parents/guardians must provide a plan of action, for where their child(ren) is to go in the event of an emergency early dismissal/school closure, to the program and the school office. A section for this plan is provided in the registration packet. For the safety and well-being of their child(ren), parents/guardians are asked to review and familiarize their child(ren) with their plan frequently.**

DELAYED OPENINGS

Only the before school programs are affected by a delayed opening. All after school programs will operate as normal. The morning programs are delayed by the same amount of time that school is delayed. For example, if the school systems are delayed by 90 minutes, the morning program will open 90 minutes later than their normal start time (i.e. a program with a start time of 7:00 a.m. would be delayed until 8:30 a.m.)

EdAdvance also reserves the right to close the School Age Programs-BASES before the start of school for the morning programs and before 6:00 pm for the afternoon programs, if warranted, by inclement weather or any other emergency that may arise after the site has opened. If a situation arises parents will be notified via telephone as soon as possible as asked to come and pick up their child(ren) immediately. EdAdvance Staff will remain at the program site until all the children have been picked up.

FULL DAY PROGRAM PLAN

Full day programs may be available during the February and April vacations as well as on teacher-in-service days and some holidays for an additional fee. At least two weeks prior to the school vacation day(s), the Head Teacher will post a sign-up list for interested parents. The Program Director will decide whether or not to run the full day program based on the number of children enrolled and the availability of the school. There must be a minimum of 18 children registered each day in order for the full day program to run. The Emergency Preparedness Plan also applies to the full day programs in the event of a weather emergency.

SCHEDULED EARLY DISMISSAL

On scheduled half days (i.e. parent/teacher conferences, teacher in-services) the program will open at dismissal and be available to all registered families until 6:00 PM. **Parents/guardians will be charged an additional \$12.00* fee per day per child for this service, regardless of whether or not the child attends the extended day program on that specific day.**

***\$12.00 fee is subject to change dependent on time of dismissal**

CHILD(REN) ATTENDANCE POLICY

IF A STUDENT DOES NOT ARRIVE AT THE PROGRAM IMMEDIATELY UPON SCHOOL DISMISSAL:

- 1. School Age Program staff will check with the school office to see if the child is on the absentee list, has been picked up by a parent, or has gone home on the bus.** If the child will not be attending the program, staff will mark the child absent and note the reason on the attendance sheet. If the child has gone home on the bus accidentally, school staff or School Age Program staff will make immediate arrangements with the bus company to bring the child back to the program, unless there is a responsible adult at the home when the child arrives.
- 2. If the office does not have information on the whereabouts of the child,** School Age Program staff will contact the child's classroom teacher. If the child is still in the classroom School Age Program staff will ask that, in the future, the classroom teacher notify them if the child stays in his/her classroom after school dismisses.

3. **If the child is not in the classroom**, School Age Program staff will contact the child's parent(s)/guardian(s) to notify them of their child's absence from program. If the parent/guardian knows the whereabouts of the child(ren) but has failed to notify program staff, **they will be charged a \$5.00 Search for Child Fee.**
4. **If School Age Program staff is unable to contact a parent/guardian they will call the alternative contacts listed on the child's Emergency Card in an effort to locate the child's parent(s)/guardian(s). At this time, the School Age Program staff will also contact a member of the Administrative Team (see page 4) for names and phone numbers).**
5. If School Age Program staff are still unable to locate the child or their parent(s) or guardian(s) the local police will be contacted in an effort to locate the child.

SEARCH FOR CHILD POLICY

Proper notification is required if a child is going to be absent from the program. Proper notification includes a written note to the school (office and/or classroom teacher) and the program, or a phone call to the site with a message left on the program voicemail, notifying them of the child(ren)'s absence. If at any time throughout the program hours, a staff has to ask the school office, the classroom teacher or call a parent/guardian to locate a child there will **be a \$5.00 Search for Child Fee.**

RELEASE OF CHILDREN POLICY

No child will be allowed to leave the School Ages Programs-BASES with anyone who is under 18, not listed on their Registration Forms and/or Emergency Card and/or who does not show proper identification. Staff will have Registration Forms and Emergency Cards on hand for quick reference. It is the sole duty of the parent/guardian to inform the School Ages Programs-BASES immediately, in writing, of any changes in the list of individuals who have permission to pick up their child(ren).

It is also the responsibility of the parent/guardian to inform the staff in the instance of a legal separation, custody agreements or restraining orders. Any restricted persons should be identified to staff. If a parent or guardian is restricted from access to the child, CT State Department of Public Health licensing regulations require that the program have a current copy of the court documents on file. (See Policy Statement for Divorced/Separated Parents)

STAFF/CHILD BABYSITTING POLICY

EdAdvance School Age Program staff are not allowed to babysit child(ren) who are enrolled in the School Age Programs-BASES at any time for any reason. EdAdvance will take immediate disciplinary action for violations.

STAFF/CHILD TRANSPORTATION POLICY

EdAdvance School Age Program staff are not allowed to transport child(ren) who are enrolled in the School Age Programs-BASES at any time for any reason, in any motor vehicle. EdAdvance will take immediate disciplinary action for violations.

PARENT PAYMENT POLICY

There is a per day rate for each morning and afternoon that a child is registered with the program. Weekly payments are due on the Friday before the week of the service provided. Tuition received later than Monday of the current week of service will be subject to a \$10.00 late fee. Any child, whose account is in arrears more than one week, may no longer be allowed to attend the program. Exceptions may be made in cases which present extreme hardship at the discretion of the Assistant Director of the Program. There is currently a direct debit system in place which allows parents to have

their tuition directly withdrawn from their checking or savings account each week. Please see Attachments for an Authorization for Direct Debit Form. Personal checks will be accepted for tuition payments. In the event that a check is returned due to insufficient funds, there will be a \$20.00 fee per check. If checks are repeatedly returned due to insufficient funds the child(ren) may no longer attend the program and in some instances, the proper authorities will be notified. We also accept Master Card or Visa for tuition payments but only through the EdAdvance School Ages Programs-BASES main office in Litchfield at 203-567-0863 x 167.

POLICY STATEMENT FOR DIVORCED/SEPARATED PARENTS

The EdAdvance School Age Programs-BASES strive to support families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. Providing the best possible care for your child(ren) is our priority and in order to do this, it is vital that we are able to maintain good relations with all the significant adults in their life.

In an effort to minimize situations which may be uncomfortable for you, your child(ren) and our staff, we ask that parent(s)/guardian(s) refrain from talking about custody issues, visitation disputes and marital problems in front of the child(ren). It will also be helpful to discuss the child's general feelings with the Head Teacher at the program so that we may be appropriately responsive to your children when they are with us.

Please note that we cannot deny a parent access to their child or their child's account information upon the word of another parent without proper legal documentation. Once again, it is the child's well-being that is our main priority, and we need to be able to maintain good relations with both parents. Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, EdAdvance School Age Programs-BASES assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress, activities, tuition records and any other information located in the child's program file. These rights may include visiting or picking up their child at the program and opportunities to confer with their teacher at the program.

The custodial parent has the responsibility to keep program staff notified as to the address of residence and how he/she may be contacted at all times.

The parent/guardian who signs the registration paperwork is responsible for tuition payments unless otherwise stated in legal documents. We are unable to keep separate tuition payment records for the same child. If both parents/guardians are financially responsible for the program tuition and the child's account is in arrears for more than one week, the child may no longer be allowed to attend the program regardless of which parent's/guardian's tuition payment is due.

CHILD PHOTOGRAPH/VIDEO RELEASE POLICY

Throughout the year, the School Age Programs-BASES staff will be taking photographs and videotaping the children at the various sites. These photographs and videos will be displayed at the sites, given to parents or used for publicity (newsletters, registration, Facebook etc.) It is the policy of the School Age Programs-BASES not to use any photographs or video of the children without written consent from the parents/guardians. Photograph/Video Releases requiring a parent signature are included in the registration packet upon enrollment. The releases will be kept in the children's files.

STAFF/PARENT SOCIAL MEDIA POLICY

Families, school personnel-teachers, custodians, administrators, and other people from the community get impressions about the agency that are, in part, influenced by the way staff present themselves on social media. **EdAdvance** School Age Program staff and parents are asked to use discretion and remain professional when posting information on social media. Staff and parents of children enrolled in the **EdAdvance** School Ages Programs-BASES are not allowed to post pictures of or information about the children enrolled in the School Ages Programs-BASES unless it is in reference to their own child only. Parents of children enrolled in the **EdAdvance** School Ages Programs-BASES are not allowed to "friend" the staff of the **EdAdvance** School Ages Programs-BASES. **Staff are not allowed to "friend" the parents of the children enrolled in the School Ages Programs-BASES.** EdAdvance will take immediate disciplinary action for any violations. **However, parents and the community are highly encouraged to link with and follow the program directly on social media.**

CURRICULUM POLICY

All staff are responsible for creating and implementing a curriculum each month. Each day the staff are responsible for providing the children as many choices as possible and allowing the children to choose what activity they would like to participate in. The curriculum will be flexible (esp. for any changes in the daily schedule, weather, program location, etc.) and be based on the interests of the group of children. The choices in the curriculum should include a variety of outdoor/indoor group games, science activities, music, theater/drama, arts & crafts, etc. All the activities will be age appropriate.

STUDENT HOMEWORK POLICY

The EdAdvance School Age Program staff will provide a reasonable amount of time for the children to work on homework. Each day, the staff will announce when homework time begins. It is not up to the staff to force the children to work on their homework. Rather with parent support and a signed contract, the staff can strongly encourage children to complete their homework. The staff at the program will provide help/assistance when needed. Homework time will be given to the children in the program Monday – Thursday. Children not working on homework will be given choices for another quiet activity.

PLAN FOR SNACKS

The School Age Programs-BASES will provide a nutritious snack daily to all the children enrolled in the program using the guidelines set up by the Connecticut Adult and Child Food Program sponsored by the CT State Department of Education and the Department of Agriculture. These guidelines provide a wide variety of nutrients from the meat/meat alternates, grains/breads, fruit/vegetable and milk components. All snacks must include two of the four snack components listed above. Juice may be considered as one of the snack components if it is 100% fruit juice and is not served with other fruit. Whole fruits rather than fruit juices are served as often as possible. Cereals containing 36% or more of sugar are not recommended. Children will have access to water at all times while at the program.

These food items are intended as a snack, not a meal. A menu is posted on the bulletin board at each of the sites at least 2 weeks in advance. Any changes to the snack being served shall be reflected immediately on the posted menu.

Children and staff are not allowed to bring food and/or beverages from home (with the exception of water) without prior approval from the Assistant Director and/or a written food plan supplied by their health care provider

CLOSING HOUR POLICY

Child(ren) remaining after closing at 6:00 p.m. will be supervised at the site by at least two staff members who are of age 18 or older for up to one hour (7:00 p.m.). Parents who arrive after 6:01 p.m. (based on the school/program clock) will be charged a late pick-up fee of \$10.00 for every 15 minutes that they are late. This fee will increase by \$10.00 for every additional 15 minutes that the parent does not arrive. For example, if a parent arrives:

Between 6:01 p.m. – 6:15 p.m., they will be charged \$10.00

Between 6:16 p.m. – 6:30 p.m., they will be charged \$20.00

Between 6:31 p.m. – 6:45 p.m., they will be charged \$30.00

Between 6:46 p.m. – 7:00 p.m., they will be charged \$40.00

Any child, whose parents are late for pick-up on a regular basis, may no longer be allowed to attend the program. If a child is transported to the local police station the parent(s) will be charged \$40.00 per hour for the staff to remain with the child.

If the child remains in the program after 6:00 p.m., the following steps will be taken to ensure your child's safety:

1. At 6:01 p.m., if the parent(s) has not contacted the School Age Program, the staff will attempt to contact the parent(s).
2. At 6:15 p.m., if there is still no contact with the parent(s), alternative contacts listed on the Emergency Card will be contacted and asked to pick up the child.

3. If no one has been reached and the child is not picked up by 7:00 p.m., the local police will be contacted. If a police officer is available, he/she will transport the child to the local police station where the staff will remain with the child until such a time as the child is picked up. A note informing the parent(s) of the child's whereabouts will be posted on the front door of the school building. If a police officer is not available, the Department of Children and Families will be contacted.
4. In the event step three is reached, the Assistant Director of the Program will be called. The Assistant Director of the Program will contact the CT Department of Children & Families, if necessary.

PARENTS' RIGHTS

Parents have the right to:

- know their children are in a safe environment where they are free to select from a variety of activities.
- participate in all levels of decision-making concerning how their children spend the day.
- know what types of programs and activities are being planned, and to offer feedback on the kinds of activities the children enjoy.
- share concerns with the staff or EdAdvance Program Administrators at any time, about anything they do not feel is in the best interest of the children.
- be notified about their child's behavior, and to talk with the staff at any time concerning their child's behavior.
- know if their child does not report to the intended program.
- voice special concerns and considerations not covered in this manual, and to discuss special cases where occasional exceptions may be made from the rules set forth in this manual.
- have their ideas and feelings respected.

PARENTS' RESPONSIBILITIES

Parents have the responsibility to:

- observe the rules of the EdAdvance School Age Programs-BASES as set forth in this manual and in any additional policy statements
- let the staff know if their child will not be attending for the day
- share their concerns with staff members or EdAdvance Program Administrators, if the program is not meeting their child's needs
- inform staff of any special needs or concerns, including but not limited to medical or behavioral issues, in order to best serve their child
- listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur
- become familiar with any change in policy or procedure
- become familiar with the discipline policy of the center as explained in this manual
- replace any equipment that their child is responsible for misusing
- sign child in before school and/or out at the end of the day; to notify a staff member when taking the child from the center, and to notify a staff member when another authorized person is picking up a child
- inform staff if a child has been exposed to a contagious illness
- notify staff of planned vacation and other absences in advance
- notify staff two weeks prior to withdrawal and/or any permanent change in a child's schedule
- pay fees on time
- keep the child's file up-to-date with any changes in phone numbers and addresses, and to provide a complete health record
- pick up child on time
- refrain from cursing, or other inappropriate use of language, threatening employees, children or other parents or adults as this will not be tolerated on center property at any time

STUDENT'S RIGHTS

Children have the right to:

- have a safe and reliable environment free of hazards
- use all the equipment and space on an equal basis; to find equipment where it is intended and in functioning condition
- have their ideas and feelings respected
- receive discipline that is fair, equal and respectful of them
- express their anger, frustration, disappointment, joy, etc., in an appropriate manner
- express their creative ability
- explore and discover
- continue developing to their full potential
- have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, and explorative
- have a right to voice their opinion on the rules and the activities
- be with staff members that care about them, enjoy being with them, and help them to grow

STUDENT'S RESPONSIBILITIES

Children need to be responsible for:

- learning to take the consequences for their own actions
- respecting the rules that guide them during the school days and for controlling their feelings so that their actions do not harm anyone in the program
- not willfully destructing or harming any equipment or property in the building while they are in the program
- sharing equipment and facilities with all children in the program
- remaining with a staff member at all times and notifying a staff member when they need to be somewhere else
- coming immediately to the program room after school, unless they advise a staff member otherwise and are accompanied by a written note from the parent
- respecting the rules of the EdAdvance program
- respecting all staff and students enrolled in the program
- dressing appropriately for indoor or outdoor play; having non-marking rubber-soled shoes available to wear in the gym
- returning materials and equipment to the place they found it for other children to find before taking out a new activity
- carrying out an activity that they commit themselves to

STAFF RIGHTS

Staff have the right to:

- know in writing from the parents if a child is going any other place other than where the program is usually held
- have their ideas and feelings respected and be shown respect by others
- voice their opinion about the events at the site
- be in an environment where their safety and well being is a main concern
- receive support from the agency provided that all policies and procedures are followed
- know about any changes in the program or agency policies and procedures

STAFF RESPONSIBILITIES

Staff have the responsibility to:

- provide a safe and reliable environment free of hazards for the students
- discipline in a fair and equal manner that is respectful of the children
- plan and provide activities that allow the children to continue developing to their full potential
- be at the site at the appropriate time
- share concerns with parents over issues or events involving their children
- provide snack and juice to all children
- maintain state Department of Public Health and local board of health licensing regulations
- observe and enforce the rules of the EdAdvance SA Programs as set forth in this manual and in any additional statements
- inform the Program Administrator of any concerns or issues involving the children, staff, parents and/or school personnel
- know the whereabouts and number of children at all times

PROGRAM CONSULTANTS

As required by the State of CT Department of Public Health, we have a Dental Consultant, Education Consultant, Social Consultant and a Health Consultant. Consultative service includes but is not necessarily limited to:

- a. Annual review of written policies, plans and procedures;
- b. Annual review of education programs;
- c. Availability by telecommunication for advice regarding problems;
- d. Availability, in person, of the consultant to the program;
- e. Consulting with administration and staff about specific problems;
- f. Acting as a resource person to staff and the parent(s);
- g. Documenting the activities and observations required in this subsection in a consultation log that is kept on file at the facility for two (2) years.

Specific duties of the health consultant shall include, but not limited to:

- i. Making, at a minimum, quarterly site visits to facilities that serve children three (3) years of age and older; or for group day care homes, facilities that operate no more than three (3) hours per day, or facilities that enroll only school age children, semi-annual site visits. Facilities that are closed during the summer months may omit the summer quarterly visit. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- ii. Reviewing health and immunization records of children and staff;
- iii. Reviewing the contents, storage and plan for maintenance of first aid kits;
- iv. Observing the indoor and outdoor environments for health and safety;
- v. Observing children's general health and development;
- vi. Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medications;
- vii. Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed.

The commissioner, with good cause shown, may deny or revoke a consultant's approval status as a consultant to licensed child day care centers and group day care homes.

Dental Consultant:	Dr. Luciano Marini, 203-575-9097
Nurse Consultant:	Kaitlyn Storrs, RN, 518-965-5132
Education Consultant:	Sarah Moran, 800-852-4314
Social Service Consultant:	Juleen Flanigan, 800-852-4314 x 177

PARENT CONTACT AND INVOLVEMENT

Program staff should be apprised of all concerns parents may have regarding their child. Parents will communicate their concerns to the Head Teacher and Assistant Teacher through daily conversation, a scheduled conference or a written note or letter. Parents will be able to discuss concerns they may have with the staff or the overall operation of the program with the Program Administration. If problems arise that cannot be handled directly by parents and program staff working together, parents may refer to one of the EdAdvance School Age Program Administrative Staff listed below:

Melissa Viscariello, Program Coordinator/Summer Coordinator
Phone: (860) 567-0863 ext. 183 E-mail: viscariello@EdAdvance.org

Peggy Kelley, Assistant Director, School Age Programs-BASES
Phone: (860) 567-0863 ext. 168 E-mail: kelley@EdAdvance.org

Tracey Lay, Director, School Age Programs-BASES & Development Services
Phone: (860) 567-0863 ext. 143 E-mail: lay@EdAdvance.org



SCHOOL AGE PROGRAMS- BASES

ATTACHMENTS



Student Last Name, First Name: _____

Site: _____



EdAdvance School Age Programs 2016-2017 Authorization Agreement for Direct Debit of Tuition

I (we) hereby authorize EdAdvance, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries made in error to my (our)

Checking Account

Savings Account

At the financial institution named below and authorize that institution to debit and/or credit the same to such account.

Amount _____

Monthly

Weekly

One Time

Amount _____

Registration & Deposit Fees (one time)

Monthly withdrawals will be debited on the first Friday of the month prior to the month of service. Weekly withdrawals will be debited each Friday before the week of service.

Bank Name: _____ **Account Number:** _____

Name on Account: _____ **Routing Number:** _____

This authorization will remain in full effect as of start of the EdAdvance School Age BASES (Before and After School Enrichment Services) Program and will continue thereafter until my account is fully reconciled or until EdAdvance receives written notification from me of its termination. I will allow EdAdvance reasonable time to reconcile my account and to process a termination request.

Signature _____

Printed Name _____

Email Address _____

Day-Time Phone Number _____

Date _____

(ATTACH VOIDED CHECK HERE)

For office use only:

Date received: _____ Days attending: _____ Site: _____

Daily fee: _____ x _____ days = _____ Weekly Code(s): _____ 4
= _____ Monthly 1st withdrawal date: _____

Form complete & verified: _____ Scanned: _____

Start date confirmed with parent: _____ Date to accounting: _____

2016-2017 Schedule Change Form

CHILD(REN)'S NAME: _____ SITE: _____

PARENT'S NAME: _____ PHONE: _____

PARENT'S EMAIL: _____

I am requesting the following change(s) in my child's(ren's) schedule:

Please Circle Appropriate Days:

<u>Current Schedule - (changing from)</u>	Mornings	M	T	W	R	F
	Afternoons	M	T	W	R	F
 <u>New Schedule Requested - (changing to)</u>	Mornings	M	T	W	R	F
	Afternoons	M	T	W	R	F

Withdrawn & Reason: _____

Please change my Direct Debit amount to: \$ _____ *per week / month*

Requested Date of Change: _____ **or Last Day Attending** _____

I understand that when making any changes to my child(ren)'s schedules, I'm required to give **10 school days written** notice and I will be charged for the next 10 school days according to the current schedule and that the requested schedule change will take place on the Monday that immediately follows the 10 school day notice. (No changes will be accepted after May 31st at 5:00pm for the *current* school year.) **I also understand that any additional days requested cannot be guaranteed.**

All changes must be made by returning this form to:
(Forms will not be accepted at the program site)

EdAdvance
School Age Programs
355 Goshen Rd.
Litchfield, CT 06759
Email: schoolage@EdAdvance.org
Fax: 860-567-3381

Once the Schedule Change Form is **received**, an administrative staff person will email you to confirm receipt of this form. Once the Schedule Change Form is **reviewed**, an administrative staff person will email you to confirm the change. If you do not receive either of these emails from the Litchfield Office please contact us at 860.567.0863.

We will notify the Head Teacher at the site of this change, please notify your child's school. **Please Note:** If more than two schedule changes are made within the same school year there will be a \$15.00 charge for each additional change to cover administrative fees. Also, if you are re-enrolling there will be a \$15.00 charge to cover administrative & processing fees.

Also Note: Permanent changes in a child's schedule will not be permitted after June 1 of the current school year. Families will be financially obligated to pay for their child's permanent schedule as of May 31 through the rest of the school year.

Parent Signature: _____ **Date:** _____

Office use only			
Date received _____	Last _____	Day _____	Effective _____
Date _____			
Parent notified _____	Head Teacher notified _____		
Adjusted on Database _____	Adjusted on Payment Sheet _____		
Grant Information Sent _____	Removed from Dist List _____		
Revised Direct Debit _____			
Final Balance: _____	Billed/Refunded _____		





**SCHOOL AGE PROGRAMS – BASES
(Before and After School Enrichment Services)**

FAMILY HANDBOOK SIGNATURE OF RECEIPT AND CHILD PROTECTION POLICY

I have received the 2016-2017 Family Handbook for the EdAdvance School Age Programs – BASES. I agree to adhere to the policies and procedures contained within this handbook. I understand that if I do not adhere to the policies and procedures contained within this handbook, there is a possibility that my child(ren) might no longer be able to attend the School Age Programs.

I understand that EdAdvance School Age Programs – BASES staff are not allowed to babysit or transport my child(ren) outside of the EdAdvance School Age Programs at any time for any reason. EdAdvance will take immediate disciplinary action for violations.

I am not to leave my child(ren) at the EdAdvance School Age Programs – BASES unless an EdAdvance School Age Programs – BASES staff member is there to receive and supervise my child. I understand that the EdAdvance School Age Programs – BASES will not release my child to an authorized person who appears to be under the influence of drugs or alcohol or who otherwise seems unfit to exercise custody of the child. If authorized person who arrives to pick up my child does appear to be under the influence of drugs or alcohol or otherwise seems impaired, EdAdvance staff will have no recourse but to contact the child’s parents/guardians or the police if necessary.

I understand that the staff and volunteers of the EdAdvance School Age Programs – BASES are mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

Name of Child(ren): _____

BASES Site Name: _____

Signature of Parent/Guardian

Date

Signature of EdAdvance Head Teacher

Date

A COPY OF THIS STATEMENT WILL BE FILED WITH CHILD'S RECORDS.