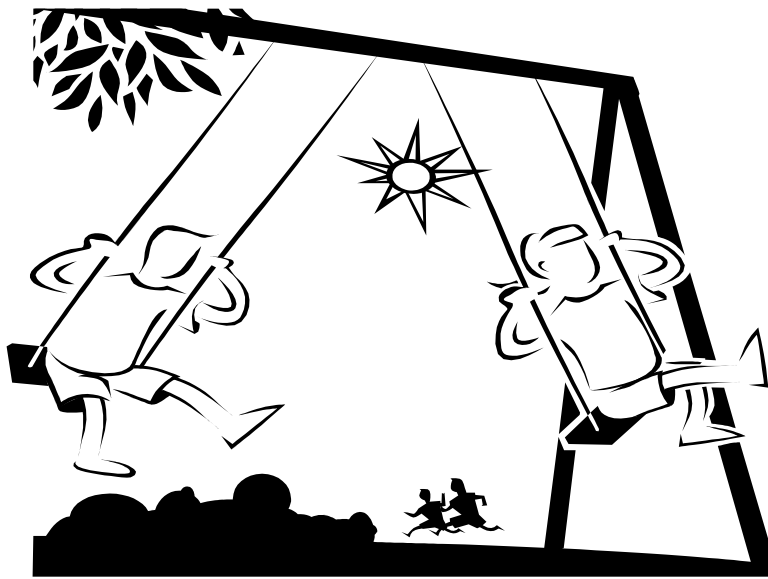


Haddam- Killingworth Child Care Program



Information Packet

PLEASE KEEP FOR FUTURE REFERENCE

ABSENCES MUST BE REPORTED: CALL (860)345-8334

Haddam-Killingworth Child Care Program

The Haddam-Killingworth Child Care Program is a state licensed program for 75 children per site, ages 4.5 to 13 years, grades K through 6.

At least two adults will be directly responsible for care of the children, with an overall staff/child ratio of 1:10. Support staff will be available to assist the adults with program activities, and the supervision of children. Overall ratios **will not** exceed 10:1. Each staff member will be responsible for: 1) guiding and preparing appropriate experiences and materials for the child's use and 2) communicating to the parents/guardians the child's accomplishments, problems, or needs.

At most times, children will move in small groups throughout the program areas. Adults will arrange interest/activity areas and children will be allowed to choose among the activities and/or materials which interest them. Adult/student aides will follow the flow of children through various activities, stationing themselves where necessary and offer suggestions, provide feedback, answer questions, lend support, monitor stress/need to change activities, monitor proper behavior, and maintain safety.

At various times during the program day, adults/student aides may conduct planned, small-group projects, depending on subject and interest.

Children will be observable when walking to toileting facilities and will be escorted to and from the building when outside. Two way radios will also be used to assist in the transitioning of children.

The outdoor play facilities at the program will be child and age appropriate.

There will be at least 2 persons on the premises at all times to care for the children.

Children will never be left unattended.

Operating Policies

The HK Child Care Program will operate on days when Regional School District #17 Elementary schools are in session, as well as certain holidays and teacher in-service days. On school days the program will operate at KES, BES AND HES from 3:25 to 6:00 PM.

The Child Care Program will **not** operate when school is dismissed early due to weather (i.e. snow), or when school is canceled.

A special vacation child care program will be offered on most school holidays and school vacations.

Daily Schedule

PM (KES, BES AND HES)

3:20-3:30	Arrival of children
3:30-3:45	Snack
3:45	Discussion and Area Choices
3:45-5:30	Homework, Art, Sports, Computers, Free Play
5:30-6:00	Quiet Activities/Clean up/Pick up time

Important Phone Numbers **(Please call these numbers, not the school office.)**

Haddam Killingworth Recreation Department and Hotline –	(860) 345-8334
Burr Elementary School After School Program –	(860) 345-4692
Haddam Elementary School After School Program –	(860) 301-0146
Killingworth Elementary School After School Program –	(860) 301-1050

Accepted and Prohibited Disciplinary Measures

Discipline is a positive learning process in the growth and development of children as individuals and as they participate in group activities. Discipline sets limits and guidelines for that growth process. Developmentally and individually appropriate guidance demonstrates respect for the child and for the group. The child feels safe and secure, knowing that adults respect him/ her, care enough to set reasonable boundaries on their behavior, will communicate those limits to him/her, and enforce them when necessary. **It is always important to remember that it is the behavior that is to be corrected, not the child's personality.** A child who may be overly aggressive or is repeatedly destructive of other children's property may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

The child care staff may decide that a Discipline Report may be necessary, which will be given to the parents/guardians and the Director of Recreation to read and sign. Three discipline reports will result in a one day suspension from the program; the fourth discipline report will result in a two day suspension. If unacceptable behaviors continue expulsion from the program may be necessary. *Discipline Reports will be used to provide clear communication with parents and to, hopefully, correct inappropriate behavioral problems and facilitate enrollment in the program.*

The goals of positive discipline are:

***Self-direction**

***Self-control**

***Respect for materials and equipment**

***Safe, happy group living**

***Positive self-image**

***Respect for others**

The staff will set clear limits so that children have a clear understanding of what is expected of them as well as an awareness of which types of behavior are unacceptable.

When behavior problems do arise, either individually or in the group, they will be handled promptly by the adult present keeping in mind that: 1) no two children are alike and 2) children develop on their own timetable, in their own unique way, reacting differently to situations and methods of discipline. Individual behavioral difficulties will be handled on an individual basis. Staff will continuously supervise children during disciplinary actions. Staff shall not, under any circumstances, be abusive, neglectful, or use corporal, humiliating or frightening punishment. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or staff member.

Some examples of unacceptable behavior are :

- Physical handling of children by another child(shoving, hitting, biting, scratching, kicking, spitting, or any hurtful action).
- Threatening forms of violence towards another child or staff member.
- Bullying
- Misuse of materials, objects or equipment (i.e. throwing toys).
- Toileting out-of-doors.
- Children involved in an improper activity and as a result to that activity there is damage to school or Recreation

Department property will be held responsible. We reserve the right to divide the expense with those involved.

- Unacceptable language (foul language and/or swearing).
- Any rule that is stated in the Reg. School Dist. 17 Elementary School Handbook

Weapons and Dangerous Instruments

No guns, knives, "look-a-like" weapons, or any other objects, including but not limited to firearms, deadly weapons, dangerous weapons, dangerous instruments, capable of threatening or causing injury or death may be brought onto school grounds at the After School Program.

Confidentiality

All information concerning any child will be kept confidential. The Director of Child Care will determine what pertinent information may be released to the staff. Information will be kept in a locked cabinet at all times and not released without permission from the parent/guardian.

Parent Participation

The parents/guardians of children attending the HK Child Care Program will have access to staff daily: 1) by speaking directly to program staff on site 2) by calling during the program day to speak with program personnel and 3) by written communication.

Complaint Procedure

Any concerns or complaints a parent may have may be related either directly to an adult staff member or, when appropriate, to Jennifer Saglio the Director of Child Care.

There are times when it may be necessary for the Director of Child Care, staff, and parents to resolve issues together in a more formal manner during a scheduled conference time.

All staff is here to directly serve the best interests and needs of both children and parents.

Child Abuse Policy

All cases or **suspected** cases of child abuse (non-accidental physical injuries, emotional, neglectful, sexual or at risk behavior) shall be reported to the Department of Children and Families (per state law). All staff members must report either abuse or suspected abuse to the Director of Child Care who will in turn, when appropriate, contact DCF within twelve hours.

If A Parent Appears to be Under the Influence of Alcohol

A staff member **cannot** prevent a parent from taking his/her child, even if you suspect he/she is under the influence of alcohol. Any staff member who suspects a parent has been drinking should alert the Site Director (or adult in charge) immediately. The person in charge should then...

1. Suggest to the parent that he/she call someone else to pick up the child.
2. If the parent refuses, he/she should be allowed to leave at which time the police should be

- alerted. Inform the police of your location and the intended destination of the parent, if known.
3. The Director of Child Care (Jennifer Saglio) should be called immediately, and notified of the situation. If the Dir. Of Child Care cannot be reached, contact Frank Sparks(Director of Recreation) or Robyne Brennan (Assistant Director of Recreation).
 4. The Director of Child Care will notify The Department of Children and Families (DCF) within twelve hours. We are mandated, as child care providers, to report any such cases to D.C.F.

If Parent is Late for Pickup

The After School Program closes promptly at 6:00PM. All children are expected to be picked up by that time.

There is a **\$1.00/minute** late charge for children picked up between **6:00 - 6:15 PM** and **.50 cents/minute** for any time **after 6:15 PM. This will be paid directly to the staff at the time of pickup.**

If a parent/guardian or authorized person has not picked up the child by **6:00 PM**, two staff members will remain on site until the situation has been resolved. A call will be placed to the parent's/guardian's home, places of employment, and cell phone. Repeated late pick-ups may result in expulsion from the program.

If the parents/guardians cannot be reached and do not call or arrive to pick up the child by **6:15 PM**, then the designated emergency contact person's phone numbers will be called and they will be requested to pick up the child. After one hour, if no one can pick up the child and the parents /guardians still cannot be reached, the State Police will be called. At that time, the child may be released to the police.

Procedures in Case of Illness

A child who becomes ill, as determined by the Site Director, will be removed from the program area and placed in a supervised quiet area to rest comfortably. A cot, blanket, and pillow will be provided. The parent/guardian will be called and asked to pick up the child as soon as possible.

If a parent/guardian cannot be contacted, then the designated emergency persons on the emergency medical forms will be asked to pick up the child as soon as possible.

Procedures in Case of Injury or Emergency Illness

In cases of injury or emergency illness, the following procedures will be followed by the Haddam-Killingworth Child Care staff:

1. First aid will be administered immediately, as necessary. An adult staff member, certified in First Aid, shall evaluate the child.
2. In an emergency situation, the staff will call 911.
3. Parents/guardians will be notified.
4. Staff will proceed with instructions from parents/guardians.
5. If unable to reach parents/guardians, the designated emergency contact persons will be called.
6. In an extreme emergency, one staff member will accompany the child to the emergency room via ambulance. The child's emergency permission form will be brought with them.
7. A staff member will complete an Accident Report to be given to the parent/ guardian and the Director of Recreation.

Severe Weather Conditions (Ice Storms, Hurricane, Blizzard, etc.)

1. If school is canceled, any Child Care Programs are also canceled.
2. If school is dismissed early, the After School Program is canceled. The H-K Recreation Department will not notify parents. Parents should find out through T.V., radio or on the web at rsd.17.org.
3. If, while the program is in session, the driving conditions become hazardous (as determined by the Director), parents will be called and asked to pick up their children as soon as possible. The program will close as soon as all children are picked up. Staff will be dismissed as ratios allow. Two staff members will remain until all children have been picked up.
4. If the children need to be moved to a safe location within the school, they will relocate to the gymnasium.

EVACUATION PLAN (FIRE, etc.)

In the event that building evacuation should become necessary the following steps will be taken:

- The building will be emptied according to fire drill procedures.
- Once children and staff are safely assembled outside the building, Regional School District #17 transportation will be contacted (by radio, if necessary) to transport children, by bus, to one of the Recreation Department's other licensed sites of operation (Burr to Killingworth/ Killingworth to Burr/ Haddam to Burr/ Burr to Haddam)
- Signs will be posted at the evacuation site listing the action taken.
- Parents will be immediately notified by phone of the situation and the whereabouts of children.

In the event of a school lock down, the alternate site for Middle School Students is as follows:

Site child normally attends:	Alternate site:
BES	HES
HES	BES
KES	BES

If all Elementary Schools are locked down, M.S. students will remain at the M.S. Parents will be immediately notified by phone of the situation and the whereabouts of children.

Haddam-Killingworth Child Care Program Administration of Medications Policy

It is not recommended that medication be administered by the Haddam-Killingworth Recreation Department staff. It is preferred that medication to be given at home or administered by the School Nurse during the school day. If it does become necessary for medication to be administered by the Recreation Department at the After School Program, the following procedures will be followed.

1. Medication will only be administered by a staff member certified in the administration of medication.

2. Only oral, topical or inhalation medication and injections by a regulated system (such as the Epi-Pen) will be dispensed at the After School Program.
3. Under no circumstance will the first dosage or application of any medication be given at the After School Program.
4. Medications shall be double locked and stored in a locked cabinet or in a locked box in a refrigerator in keeping with the label directions, and inaccessible to children.
5. All medications shall be stored in the original child-resistant safety container labeled with:
 - (a) the child's name;
 - (b) the name of the medication;
 - (c) directions for the medication's administration;
 - (d) date of medication;
 - (e) side effects of the medication.
6. All unused medications will be returned to the parent(s) or destroyed if it is not picked up within one week following the termination of the order, by flushing into sewerage or a septic system in the presence of a least one witness, and documented in writing.
7. Any errors in the administration of medication by any person shall be reported to the Director and parents immediately. Errors will also be documented in writing in a designated book to record incidents.
8. Medication must be handed to the Site Director (by the parent). Medication must not be in the child's possession (lunch box, pocket, back pack). If medication is discovered in the child's possession, it shall be destroyed. This is for the safety of all the children at the After School Program.
9. The approved medication administration record will become part of the child's health record when the course of the medication has ended.
10. The After School Program should be notified of any child who is given medication during the day, even if the parent or school nurse administers the medication. This will help us in recognizing any side effects or symptoms.
11. **For safety reasons, a picture of your child will be needed and kept on file with his/her Administration of Medication form.**

Payment Policies

The Haddam-Killingworth Child Care Program has been established to serve the child care needs of the community. Recreation Scholarships are available for families in need. For information, contact Jen Saglio, Director of Child Care at 345-8334.

Registration will be on a first-come, first-served basis (Haddam-Killingworth residents only).

A **\$15.00 (\$30.00 per family) non-refundable registration** fee is due upon each registration of a child. Upon entering the child care program, the first month's registration will be due. Children may be registered on either a part-time or full-time basis.

Full-time - If you register full-time (child attends 4 or 5 days per/week), the fee is:

After School- \$240.00 per/month for the 1st child, and \$130.00 per/month for the 2nd child (based on 20 school days). Discounts for additional children are available. Fees will be figured monthly based on the expected number of school days.

Payment is due the fourth Friday of each month and will cover the following month of full-time registration. All full-time students must pay on a monthly basis (every 4 weeks).

Part-time - If you register part-time (child attends 1, 2, or 3 days per/week) the fee is ...

After School- (HES,KES and BES)- \$14.00per/day for the 1st child, and \$10.00 per/day for the 2nd child. Discounts for additional children are available.

Payment is due the 4th Friday of each month and will cover the next four weeks of part-time registration. Adjustments in the days a part-time student attends may be made by contacting the Director of Child Care. Due to staffing requirements, we cannot guarantee placement without at least one week notice. However, in most cases, we can accommodate last minute changes.

Program fees may be adjusted, at the discretion of the Director of Recreation, with written notice at least one month in advance.

Each month there is a \$5.00 per/day late payment fee for any payments not received by the fourth Friday of each month. Payment notices will be handed out the third Friday of each month and parents have 7 days to submit payment.

There is a late pick-up fee of \$1.00 per minute (6:00-6:15PM), and \$.50 per minute after 6:15PM paid directly to staff on the day of late pick-up. There is a one time processing fee of \$15.00 per child.

A search fee of \$5.00 may be collected any time staff are required to call about a child's whereabouts due to a parent's failure to notify staff of a child's absence from the program. Please note that notifying school personnel is not sufficient. Days missed due to illness, holidays (unless otherwise specified), or personal vacations must be paid for. Adjustments may be made for extended vacations (given at least two weeks notice), at the discretion of the Director of Recreation.

Insufficient Funds

If a check is returned for insufficient funds, the parent or guardian will be notified immediately. Re-payment will be made by cash or money order and include a returned check fee of \$20.00. If re-payment is not made within seven days, the child's enrollment in the After School Program may be jeopardized.

SPECIAL NEEDS

We accommodate children with special needs; however, there are occasions when children do not make a comfortable adjustment to a child care environment. When these problems arise, it is important for staff and families to acknowledge the problem and work together cooperatively to find the solution which best suits the needs of the child, the family, and the Child Care Program.

If a child is having significant adjustment difficulties, the following protocol will be followed:

1. The child's parent or staff member should notify the Director of Child Care and a conference will be scheduled immediately between the Director of Child Care, the parents, health care provider (if needed) and an applicable staff member.
2. Careful observation of the child's behavior and progress may be charted by the parents and staff for the following month.
3. A follow-up meeting will be scheduled between the Director of Child Care, the parents, health care provider (if needed) and an applicable staff member to discuss and implement an individual care plan which is suitable for the parent and the child. Such plan shall include appropriate care of the child in the event of a medical, or other, emergency, and shall be signed by the parents and the Director of Child Care.
4. This individual care plan will be implemented by the Director of Child Care, and results of it's effectiveness will be monitored on a bi-monthly basis until a successful resolution has been achieved.
5. If it should become necessary to remove a child from the Child Care Program, the Director of Child Care and staff members will work hand-in-hand with the parents in the coordination of alternative Child Care placement, referral to consultants, or other professionals and/or referral to proper agencies.

MEDICAL FORM

A medical form is required by the State Department of Health to be on file for each child enrolled in our program. You may bring a copy from your physician or ask the nurse of the school your child is attending for a copy of your child's health form. We must have a new form every year.

MOVIES

Occasionally, we show movies on a rainy day or as a special event. Most of the movies are rated "G" but, occasionally, we will see a "PG" movie, previously approved by the Director of Child Care. If a parent would like to restrict a child's viewing of movies further, please notify the Site Director.

FIELD TRIP PERMISSION FORM

A parental permission form will be distributed prior to any field trips which leave school grounds.

