

## East Windsor Family Resource Center Summer Program 2021

Dear Parents/Guardians,

The East Windsor Family Resource Center is back in action for Summer 2021! Due to COVID related concerns, our program will take place at Broad Brook School this year. The East Windsor Family Resource Center staff has planned a wide variety of fun and educational activities for your children. A schedule of activities will be available for you during the first week of Summer Program. Once again, weekly field trips have been planned for the Summer Program. Field trips are covered in your weekly tuition, however, we do ask that you sign a permission slip for all field trips. We expect all children who attend the field trips and swim days to wear their camp t-shirt. T-shirts can be purchased at summer program for \$8.00 per t-shirt. We ask that payment be made separate from tuition. Cash preferred. In order to begin Summer Program we require the following items before the first day:

- **Updated/Current Physical Form**
- **Swimming Permission Slip** (attached): Throughout the 7 weeks of Summer Program we will go to the South Windsor Veteran's Memorial Park pool for swim time one day per week. Please make sure your child brings a bathing suit and towel for those days.
- **Sunscreen Permission Slip** (attached): Parents are asked to provide spray on sunscreen that children can use to re-apply throughout the day. In the event your child needs staff to apply sunscreen, a medication authorization form will need to be completed by your child's doctor and kept on file with the East Windsor Family Resource Center.
- Please pay the **balance** for your child's **tuition** for the first week your child is enrolled in Summer Program. A \$100 (non refundable) deposit was paid with enrollment.

**Medication forms (signed by your physician):** If your child requires medication during the hours they are at Summer Program please contact our office. If possible, we request that medications be administered by the parent at home. If your child has an allergy which could result in an anaphylactic reaction (tree nut, peanut, etc), we require that you leave an epi-pen with our staff accompanied by a medication form signed by your child's pediatrician. Children may not keep medications in their backpacks or take them on their own.

Each day your child attends the Summer Program, he/she should bring a backpack with the following items (We ask that you label these items):

- An extra change of clothing, bathing suit, towel, plastic bag (for wet items)
- A healthy lunch and beverage. (Please refrain from sending soda and candy with your child). If it is a lunch meant to be kept cold, please use a frozen ice pack as we do not have space in the refrigerator to store it. Also, please do not send food that requires heating.

We provide a snack for all children in the morning. In afternoon, we provide a snack to children enrolled in the Extended Hours program. If your child has food allergies, please provide his/her own snack and inform us of this allergy.

If you need to reach a staff person between the hours of 7am and 6pm please call 860-627-9741. Staff are also available on the program cell phone at 860-999-3050.

As always, please feel free to call the FRC office at Broad Brook School at 860-627-9741.

We are looking forward to a wonderful Summer Program!

- Kate Mable, FRC Director

**ENROLLMENT FORM**

East Windsor Family Resource Center (FRC) SUMMER 2021

CHILD'S NAME \_\_\_\_\_ GRADE/FALL \_\_\_\_\_ DOB \_\_\_\_\_ BOY \_\_\_ GIRL \_\_\_

Ethnicity \_\_\_\_\_ Email Address: \_\_\_\_\_

CHILD'S ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

Parent/Guardian #1 NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ ADDRESS: \_\_\_\_\_

WORK PHONE \_\_\_\_\_

Parent/Guardian # 2 NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ ADDRESS: \_\_\_\_\_

WORK PHONE \_\_\_\_\_

Language Spoken in the home: \_\_\_\_\_

CHILD LIVES WITH: \_\_\_Both Parents \_\_\_Mother \_\_\_Father \_\_\_Other (Please specify)

**NAME AND PHONE NUMBERS OF PERSONS AUTHORIZED TO PICK UP / EMERGENCY CONTACT**

I authorize the following people to pick up my child from the FRC at Broad Brook School or be contacted in the event of an emergency.

(Please note that authorized persons will be required to show picture ID before being allowed to take your child and they have to be at least 14 years old.)

	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>RELATIONSHIP TO CHILD</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**PREFERRED HOSPITAL:** \_\_\_\_\_

CHILD'S DOCTOR: \_\_\_\_\_ PHONE # \_\_\_\_\_

CHILD'S INSURANCE \_\_\_\_\_ POLICY # \_\_\_\_\_

POLICY HOLDER'S NAME \_\_\_\_\_

I, \_\_\_\_\_, give permission to the East Windsor Family Resource Center staff to provide first aid treatment to my child. If the need for treatment is severe and requires immediate attention and efforts to contact me are unsuccessful, I authorize East Windsor Family Resource Center to contact 911, providing ambulance transport and treatment at the local hospital when needed. \_\_\_\_\_ (parent's signature)

ALLERGIES TO MEDICINES, FOODS, PLANTS, INSECTS, ETC. OR ANY OTHER CONCERNS YOU WOULD LIKE US TO BE MADE AWARE OF: \_\_\_\_\_

**EAST WINDSOR FAMILY RESOURCE CENTER  
14 RYE STREET, BROAD BROOK CT 06016  
860-627-9741**

**2021 SUMMER PROGRAM FOR GRADE K-7 Enrollment  
preference is given to East Windsor Families  
(Please complete one form per child)**

**Child Name:** \_\_\_\_\_

**\*\*All campers will need to purchase a t-shirt for field trips and pool day. T-shirts are \$8.00 and need to be paid separately from tuition payment.\*\***

**Size: Youth Small Youth Medium Youth Large Adult Small Adult Medium**

**July 6-9, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**August 2-6, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**July 12-16, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**August 9-13, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**July 19-23, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**August 16-20, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

**July 26-30, 2021**

- \$150.00 9:00 a.m. – 3:00 p.m.
- \$190.00 7:00 a.m. – 6:00 p.m.

## Photo Release Form

**Child's Name:** \_\_\_\_\_

Please Check one:

\_\_\_\_\_ I authorize the East Windsor Family Resource Center to record and to use my child's picture in any manner or media, and to use my child's name, likeness, or other information in connection with the photo. I understand that this picture(s) will not be used for commercial purposes.

\_\_\_\_\_ I do not authorize the East Windsor Family Resource Center to record and use my child's picture in any manner or media, and to use my child's name, likeness, or other information in connection with the photo.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Discipline Policy –

The East Windsor Family Resource Childcare Program respects the dignity of all children. We expect the children will respect staff, parents and each other. Our approach to discipline emphasizes and rewards positive, pro-social behaviors while discouraging negative ones. We offer positive reinforcement through genuine and clear verbal praise and/or facial expressions and gesturing. Redirection and positive guidance are two other methods used by staff to encourage appropriate behavior and good citizenship. The withdrawal of a privilege is an example of a natural consequence that will result when a specific misbehavior occurs (i.e., continued poor sportsmanship after being warned by a staff member, will result in the child sitting out the activity). Removal from a situation in a gentle “time out” manner is also a method staff will use when other misbehaviors occur within our program (i.e., hitting, pushing or physical contact toward another child). This time away from the situation will provide the child an opportunity to regain control, consider his/her actions and formulate more appropriate ways of handling the situation in the future.

Significant misbehavior (disrespectful, disruptive or physical) will be discussed with parents/guardian upon pick-up the same day it occurs (if possible). Your child will be included in this discussion. We feel it appropriate for children to be accountable for their actions and be given the opportunity to tell you about the issue of their misbehavior. We view parents as partners in the effort to instill positive behaviors in children. Keeping communication open with you about your child’s behavior – both positive and negative – is critical in maintaining a positive social environment at our program.

### Incident Reports

Serious and/or consistent disruptive behavior, such as inappropriate physical contact with other children or adults, ignoring and not abiding by rules of the program or other unacceptable behaviors, will result in a conference between the parent/guardian and the Director. Ways to resolve the difficulty and a behavior plan will be discussed. An “Incident Report” will be written up regarding the misbehaviors. Five incident reports will result in your child being dismissed from our program. A refund of unused tuition will be given. Persistent and/or serious behavior – abusive, aggressive, destructive or other inappropriate anti-social acts – may result in your child’s dismissal from the program, as we must provide a safe and comfortable environment for all the children who attend our childcare program. The Director reserves the right to immediately suspend or dismiss any child from the program without regard to the number of incidents, who causes harm to another child or staff member or if there is a potential threat of such. After appropriate efforts have been made with a child and family, and the child still does not appear to be benefiting from our program, we shall communicate our concerns to the family in a positive way and, if possible, offer them assistance in finding a more suitable setting.

Some examples of ***inappropriate behaviors***: hitting, biting, pinching, pushing, shoving, kicking and any other physical aggressive touching. Other examples include but are not limited to using slang, swearing, name-calling, using a disrespectful tone with other children and adults, stealing and destroying property.

Consequences are given for behaviors, which do not follow appropriate behaviors:

- First offense – Verbal Warning.
- Second offense – Incident Report.
- Third offense – Incident report, conference with parent/guardian as soon as possible, behavior plan put in place. 1 day suspension.
- Fourth offense – Incident report, 3-day -1 week suspension from the program.
- Fifth offense – Dismissal from program. Student cannot return.

I acknowledge I have read the above policies and are aware of the consequences as described above.

Parent/ Guardian Signature: \_\_\_\_\_

**East Windsor Family Resource Center Bullying Policy**

The philosophy of the East Windsor Family Resource Center is to provide a stimulating, comfortable, safe and loving environment, where children can learn about themselves through the discovery and pursuit of their own interests. Through safe and age appropriate activities, coupled with positive discipline, the children gain self-confidence and independence. It is the policy of the East Windsor Family Resource Center that bullying by one student to another is prohibited.

Bullying is defined by the East Windsor Public Schools as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

If a parent/ guardian is concerned their child is being bullied during their time in East Windsor Family Resource Center, they are asked to complete the following form to the Director. The Director will review the form, complete a formal investigation and bring all findings to the attention of the Family Resource Center Advisory Board. The Board will review findings and make decisions regarding individual matters. Decisions can range from suspension to expulsion, where warranted.

Complainant: \_\_\_\_\_

Relationship to Alleged victim/ bully: \_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_

Staff member Alleged Incident was reported to: \_\_\_\_\_

Location of Alleged Incident: \_\_\_\_\_

Name of Alleged Bully: \_\_\_\_\_

Witnesses to Alleged Incident: \_\_\_\_\_

Describe the incident as best as possible, indicating any force, physical contact, verbal statements made such as threats requests, demands, etc. (additional information can be added on back) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information I have provided in this complaint is true, correct and complete, to the best of my knowledge and belief.

\_\_\_\_\_ Date: \_\_\_\_\_

Received by : \_\_\_\_\_ Date: \_\_\_\_\_

**East Windsor Family Resource Center**  
**About Your Child**

Child Name: \_\_\_\_\_

Does your child go by a nickname? \_\_\_\_\_

What is your child's general temperament?

\_\_\_\_\_

Does your child have any fear or anxieties?

\_\_\_\_\_

As the parent/ guardian, how do you discipline your child?

\_\_\_\_\_

When your child gets frustrated, how does he/she work through it?

\_\_\_\_\_

As the parent/ guardian, how do deal with his/her frustration?

\_\_\_\_\_

Do you have any concerns regarding your child's development?

\_\_\_\_\_

Any recent traumatic situations that your child has been exposed to that we should be aware of? (Death in family, divorce ,new sibling, etc.)

\_\_\_\_\_

\_\_\_\_\_

Please check off any of the following conditions that would apply:

Asthma

ADD/ ADHD

Bleeding/ Clotting Disorder

Diabetes

Emotional Disturbances

History of Behavioral Concerns

History of Fainting spells

History of Nosebleeds

History of Seizures

Motion Sickness

Hearing Impairment

Heart Issues

Special Dietary Regime

Visual Impairment (Glasses/ Contacts)

If you answered yes to any of the above, please provide further information:

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Is your child currently taking any medication?

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Family Situations (custody arrangements, foster care, guardianship)

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Does your child have any special accommodations/ services during his/her school day that we need to be aware of?

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Any further information to share that would aide staff during the time your child is in our care:

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Check off section:

I certify the above listed information is accurate and correct.

I understand it is the expectation that my child shall function in a 10 student to 1 adult ratio.

I know of no reason, other than those indicated above, why my child should not participate in East Windsor Family Resource programming.



Spray Sunscreen Consent Form  
East Windsor Family Resource Center

Child's Name: \_\_\_\_\_

Brand Name of Spray Sunscreen: \_\_\_\_\_

Time to be Administered: AS NEEDED

Side Effects or Adverse Reactions:

\_\_\_\_\_  
\_\_\_\_\_

I hereby give permission to any staff member of the East Windsor Family Resource Center to supervise my child applying the described spray sunscreen listed beginning July 6, 2021 and ending the last day of summer program, August 20, 2021.

Should a child require assistance from a staff member, a medication authorization form will need to be completed by the child's doctor and placed on file with the East Windsor Family Resource Center.

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_

# Swimming Permission Form

## East Windsor Family Resource Center Summer Program

We have made arrangements to attend the South Windsor Veteran's Memorial Park Pool every Wednesday afternoon during our Summer Program. We will travel by school bus, and we will leave Broad Brook School by 12:15pm each Wednesday and will return by 2:45pm. Park lifeguards are on duty while we are there. Camp counselors also station themselves in and around the water to supervise.

In order to have your child participate in this activity, you must sign and return the permission slip below and bring it with you the first day of camp.

The campers will have lunch at Broad Brook School before they leave for Veteran's Memorial Park Pool. On Wednesdays, please make sure that your child have the following items in his/her backpack: a swimsuit, a towel, a plastic bag (for wet bathing suit and towel), a water bottle for drinking. Please do not send money with your child as there will not be time to purchase snacks. Your children are responsible for their own personal items.

\*\* Please note: campers are asked to wear their camp t-shirts on pool days\*\*

PLEASE INFORM US IF YOUR CHILD DOES NOT KNOW HOW TO SWIM!

Swimming lessons are NOT provided, as we go to the pool just for recreational swim.

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### SWIMMING PERMISSION FORM

#### East Windsor Family Resource Center-Summer Program

My child \_\_\_\_\_ has my permission to go on the school bus to the South Windsor Veteran's Memorial Park Pool on Wednesdays for recreational swimming.

MY CHILD KNOWS HOW TO SWIM. \_\_\_\_

If your child is a strong swimmer, he/ she will be allowed to go in the deeper end of the pool.

MY CHILD DOES NOT KNOW HOW TO SWIM. \_\_\_\_

Non-swimmers will stay within the shallow end of the pool.

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_