

East Windsor Family Resource Center
14 Rye St. Broad Brook, CT 06016
2018-2019

Dear Parent/Guardian,

Thank you for your interest in the East Windsor Family Resource Center. Attached is the required paperwork for enrollment in our programs for the 2018-2019 school year. We ask that you complete and return the enrollment form by June 22, 2018 to ensure your spot in our program. Please note that applications not received by June 22, 2018 may be placed on a wait list, should our enrollment be high. The following is the required paperwork for the East Windsor Family Resource Center:

- **Application:** Please complete both sides of the first page of the application and return it to our office by June 22, 2018. Page 2 lists the Early Release and School Closing dates for the year as well as the 2018-2019 school calendar. Please keep page 2 for your records.
- **Health Assessment:** Please complete and return with application. Your child will not be able to start without this paperwork.
- **Photo Release Form:** Please complete and return with application.
- **Bus Transportation Form:** Please complete and return with application.
- **Payment Contract:** Please complete and return this form with the application. With this completed payment contract you must include a deposit for the first week of school. This deposit will cover the cost of the first week's tuition of school, Sept 4, 2018- Sept.7, 2018. If your child does not attend our program 5 days a week, please contact us to determine the deposit amount that is required.
- **Birth Certificate (Pre-K Students)**
- **Copy of Utility Bill (Proof of Residence – Pre-K Students)**

Please see below for our first week's deposit requirement:

<u>Program</u>	<u>Deposit</u>
Before School Only	\$36.00
After School Only	\$44.00
Before and After School	\$80.00
Preschool	\$52.00
Before School and Preschool	\$88.00
After School and Preschool	\$96.00
Before School, Preschool & After School	\$132.00

Please return completed application and deposit to the East Windsor Family Resource Center. Checks can be made out to East Windsor FRC (Checks will not be cashed until the first week of September). We look forward to working with you and your child during the 2018-2019 school year. If you have any questions, please feel free to contact me at 860.627.9741.

Thank you,

Kate Mable,
Director, East Windsor Family Resource Center

ENROLLMENT FORM FOR SCHOOL-AGE PROGRAMS 2018-2019
East Windsor Family Resource Center (FRC) @ Broad Brook School

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 _____

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
Preschool and School Age Childcare
Program days follow the current school calendar

Child's Name _____ Deposit/ Registration Fee _____

Half Day Preschool Program – Ages 3 and 4

- AM Session \$65.00 per week (Monday –Friday)
- PM Session \$14.00 per day M T W Th F

Before School Care –Grades PreK-6

7:00am-8:45am \$45.00 per week (Monday-Friday)
\$10.00 per day M T W Th F

After School Care- Grades PreK-6

2:50 (MS) 3:30pm-6:00pm \$55.00 per week (Monday –Friday)
\$12.00 per day M T W Th F

Scheduled Early Dismissals: \$10 1:30pm-3:30pm (an additional \$12 would be charged after 3:30pm)

Delayed Openings / Unscheduled Early Dismissals / Cancellations and Snow Days

\$5.00 per hour
\$35.00 per day (9a-4p payable that day)

Closed: Thanksgiving, the day following Thanksgiving, Christmas Day, New Year's Day, Memorial Day

- These are considered PAID holidays. There is no reduction in tuition for these days.

Early Closings: The FRC will close at 3:00pm on Thanksgiving Eve, Christmas Eve and New Year's Eve.

Parent Signature _____

Date _____

Program Director Signature _____

Date _____

**East Windsor Family Resource Center 2018-2019
Childcare Program for Grades Prek-7**

The Family Resource Center will be open and childcare will be available for the following school closing and early release dates:

<u>Winter Break</u>	<u>February Break</u>	<u>April Break</u>
December 24-January 1	February 15,18,19	April 15-19

Early Dismissals: FEE FOR EARLY DISMISSAL WILL BE AN EXTRA \$10.00 PER DAY.

September 26

October 17, 31

November 14,15,16

December 12

January 9, 23

February 6

March 6

April 10, 11,12

May 1

June 12th (Last day of school. This day is tentative).

School Closings: FEE FOR SCHOOL CLOSING WILL BE \$40.00 PER DAY.

October 8- Columbus Day

November 6- Staff Development, 21 (closing at 3pm)

December 24th (closing at 3pm), 26-28, 31(close at 3pm) Winter Break

January 21- Martin Luther King Day

February 15, 18, 19

April 15-19 Spring Break

June 13-28 (these dates are tentative).

If we have less than 10 children enrolled for any of the above extended days, we will not provide childcare. If you do not fill out a form, you will not be able to attend any of these days. Also, if you sign up for these days and do not inform us in advance that you will not be attending, you will be responsible for payment that day.

EAST WINDSOR FAMILY RESOURCE CENTER

14 Rye Street, Broad Brook, CT 06016 *860-627-9741*

PAYMENT CONTRACT

I/We (Parent or Guardian) agree to pay the below referenced weekly fees for childcare services from the East Windsor Family Resource Center.

Child's name:_____ Program:_____ Weekly fee:_____

Child's name:_____ Program:_____ Weekly fee:_____

Child's name:_____ Program:_____ Weekly; fee:_____

Total scheduled fee:_____

All childcare fees must be paid in advance of services. If fees are not paid within 2 weeks of due date your child/children will not be allowed to continue attending the program until payments are current.

Please note:

- \$5 weekly discount will be given to families with multiple children enrolled full time (Monday-Friday) in Before and After School who do not qualify for financial assistance.**
- A \$20.00 Late Pick Up fee for the first 15 minutes late, and \$5.00 for each additional minute. After 3 occurrences the late fee will increase.**
- Payments made 4 or more calendar days late accrue a \$5.00 late fee. Continual late payments will result in removal from the program.**
- A \$35.00 fee will be charged for all checks that are returned to us by the bank. Payment for any returned checks is expected immediately.**
- Tuition payment does apply to student absences and unexpected changes to a students' scheduled time in FRC.**
- FRC requires a two week notification if a child will be out of the program for more than one week (tuition will be waived).**

Parent or Guardian Signature:_____ Date:_____

Parent or Guardian Signature:_____ Date:_____

Director Signature:_____ Date:_____

East Windsor Family Resource Center

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:

ADD/ ADHD

Asthma

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:

Is your child currently taking any medication?

Family Situations (custody arrangements, foster care, guardianship)

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

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

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.