

East Windsor Family Resource Center  
14 Rye St. Broad Brook, CT 06016  
2025-2026

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 2025-2026 school year. We ask that you complete and return the enrollment form by June 13, 2025 to ensure your spot in our program. Please note that applications not received by June 13, 2025 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. Page 2 and 3 lists the Early Release and School Closing dates for the year as well as the 2025-2026 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:** Please complete and return with application.
- **Payment Contract:** This form is part of the application packet.
- **Program Deposit:** Deposit equals one week's tuition. FRC accepts cash, check or money order. This deposit is non-refundable and will be applied to your child's first week in the program. If your child does not attend our program 5 days a week, please contact us to determine the deposit amount that is required. Families eligible for Care4Kids are responsible for annual deposit.
- **Birth Certificate** (required for Pre-K students only)
- **Copy of Utility Bill/ Proof of Residency** (required for Pre-K students only)

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

<u>Program</u>	<u>Deposit</u>
Before School Only	\$70.00
After School Only	\$80.00
Before and After School	\$150.00
Preschool	\$90.00
Before School and Preschool	\$160.00
After School and Preschool	\$170.00
Before School, Preschool and After School	\$240.00

Please return completed application and deposit (cash, check or money order) 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 2025-2026 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  
kmable@ewct.org

**Enrollment Form- School Age Programs 2025-2026**

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

**EMERGENCY CONTACTS/ AUTHORIZED TO PICK UP**

I authorize the following people to pick up my child at FRC and/or be contacted in the event of an emergency. Authorized persons are required to show photo ID and be at least 14 years old to pick up.

	<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/ Disabilities/ Medical Conditions/ Areas of Concern:**

\_\_\_\_\_

Required Documents: \_\_\_\_Deposit \_\_\_\_Medical \_\_\_\_Transportation \_\_\_\_BC(PreK) \_\_\_\_Residency(PreK)

**East Windsor Family Resource Center**  
**2025-2026 Preschool and School Age Childcare**  
Program days follow the current school calendar

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<b>Child's Name</b>	<b>Deposit/ Registration Fee</b>
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**Half Day Preschool Program – Ages 3 and 4**

**\$90.00 per week (Monday –Friday)**

☐ **AM Session**

**\$19.00 per day M T W Th F**

☐ **PM Session**

**Before School Care –Grades PreK-7**

**\$70.00 per week (Monday-Friday)**

**7:00am-8:45am**

**\$15.00 per day M T W Th F**

**As Needed \$15.00/Day**

**After School Care- Grades PreK-7**

**\$80.00 per week (Monday- Friday)**

**2:50 (MS) 3:30pm-6:00pm**

**\$17.00 per day M T W Th F**

**As Needed:\$17.00/Day**

**Scheduled Early Dismissals: \$15.00 1:30pm-3:30pm** (an additional \$15 would be charged after 3:30pm)

**Unscheduled Early Dismissals (Weather Related) \$15.00 1:30pm-3:30pm** (an additional \$15 would be charged after 3:30pm)

**Closed:** Labor Day, 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, in the event we are open.

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**Parent/Guardian Signature**

**Date**

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**Program Director Signature**

**Date**

**East Windsor Family Resource Center 2025-2026  
Childcare Program for Grades Prek-7**

**\*\*\*\*KEEP THIS PAGE FOR YOUR RECORDS\*\*\*\***

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

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<b>Winter Break</b>	<b>February Break</b>	<b>April Break</b>
<b>December 22- January 2</b>	<b>February 13- February 17</b>	<b>April 10– April 17</b>

Early Dismissals: Fee for Early Release Days is \$15.00 (1:30pm-3:30pm) An additional \$15 will be charged after 3:30pm.

September 17  
October 15, 16, 17, 29  
December 10  
February 25  
March 4,5,6,25  
May 20  
June 11 (Last day of school. This day is tentative).

School Closings: Fee for School Closing Day is \$40.00

October 13- Columbus Day  
November 4- Staff Development  
December 22,23,24 (closing at 3pm), 26, 29, 30,31(closing at 3pm) -Winter Break  
January 19-Martin Luther King Jr, 28- Staff Development  
February 13, 16, 17 -February Break  
April 10, 13, 14, 15, 16, 17 -Spring Break  
June 12, 15-20 (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, on the Friday before the week of care. 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.

FRC is partners with the CT Care4Kids Childcare tuition reimbursement program for those families that qualify. Please contact the office for further details. Families are responsible for tuition during application process until FRC receives eligibility certificate.

**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.
- Late Pick Up Fees: \$20.00 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 applies regardless of last minute schedule changes. A 50% discount will be given in the event a student is out sick for 5 consecutive days with a doctor's note.
- FRC requires a two week notification if a child will be out of the program for more than one week (tuition will be waived).
- The FRC reserves the right to dis-enroll a child and terminate any childcare arrangement at any time. A two week notice will be given. Reasons include but are not limited to: delinquent balance, unacceptable behaviors on the part of the child and/or family members with other children and/or staff, conflict of interest, failure to follow policy as set forth by program discipline policy. Parents/ Guardians are responsible for tuition during the termination period. If payments are not made, termination will be immediate.

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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

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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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Is your child potty trained?

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.