

EXTRAS

Parent Handbook

Please read through the handbook, *sign and return the Parent Handbook Signature page* to the Director with the registration packet. The handbook is for you to keep for your own reference. Thank you 😊

1) Program Objectives

EXTRAS Director and staff strive to meet or exceed all of the following program objectives:

- a) Provide a safe, stimulating, nurturing, and educational environment for school-aged children before & after their school day, most school vacations, and summer vacation times.
- b) Ensure a positive environment that will help foster a good self-image, which will be the base of their strong foundation that will carry them through life with a positive outlook on themselves and the world around them.
- c) Build trust and form friendships through a variety of shared activities where they will learn to understand their own rights and feelings, as well as those of their peers.
- d) Provide them with center and community-based activities that go beyond what the average school-aged child could experience at home.

2) Program Activities

- a) EXTRAS has a schedule of daily activities posted in the program space. The schedule is followed each day to give the children structure within the free choices they are encouraged to make throughout the day. Our curriculum encompasses learning through play and will be structured so that children gain knowledge through experiences. The curriculum provides a mixture of teacher-directed and children-directed activities.
- b) During the summer the curriculum will coincide with the weekly themes determined by the Director and staff.
- c) The school year curriculum will be based on a monthly themed unit.

3) Enrollment

- a) Before a child may attend the EXTRAS program a registration packet must be completed and given to the Director for review. All balances from previous sessions also have to be paid in full in order for your child to attend.
- b) Registration Packets are accepted on a first-come-first-serve basis. Specifically to summer registrations (we generally do not accept out-of-towners during the school year), priority goes as follows:
 - i) Currently enrolled EXTRAS children from the school year session are prioritized during the first two weeks following the release of the registration packet
 - ii) Two weeks after the release of the summer packet, registration opens to new students and out-of-towners.
- c) The first 30 days of the school year will be regarded as a trial period (first two weeks of summer program), in which case either party may terminate the contract without notice. After the first 30 days of school year enrollment and after the first two weeks of the summer program, the two-week notice policy applies.
- d) There is a two-day minimum attendance for enrollment, not including half-days and no-school days.
- e) Half-day & no school day enrollment is on a first-come-first-serve basis through a sign-up sheet posted next to the daily attendance. Sign-ups are posted at least 2 weeks before the scheduled half/no school day.
- f) The information provided in the packet must remain current at all times. If there are any changes the Director needs to be notified immediately.

- g) Parents/guardians must give a two-week written notice for changes or withdrawal from the program. Failure to do so will result in being charged for those changed days.

4) Billing and Payments

- a) The tuition is due the LAST DAY OF THE WEEK for the current week's services.
- b) Prices are as follows:
 - i) Regular after school day (3:15 pm – 5:30 pm) -- \$15/day
 - ii) Early dismissal (12:00 pm – 5:45 pm) -- \$25/day
 - iii) No School (8:00 am – 5:45 pm) -- \$40/day
 - iv) ½ Day Summer (8 am – 12:30 pm) or (12:30 pm – 5:15 pm) -- \$25/day
 - v) Full day summer (8:00 am – 5:15 pm) -- \$40/day
- c) There is a 20% discount for siblings for all sessions.
- d) Timely payments are essential for enrollment in the program. However, if you experience difficulty with paying on time, please discuss the matter with the Director immediately.
- e) Weekly tuition will not be altered due to child illness or voluntary non-attendance.
- f) At the end of each session (school year or summer) final payment is due two weeks before the program ends. Children cannot begin next session with an outstanding balance.
- g) If payment is more than two weeks overdue, your child/ren will not be allowed to attend program until payment is made current or a payment plan is made with the Director.
 - i) EXTRAS reserves the right to remove your child from the program due to lack of payment.
- h) A \$25.00 fee will be charged to any account when a check is returned for insufficient funds.
- i) EXTRAS will accept Care 4 Kids as a form of payment.
 - i) Parents/guardians are responsible for payment until approval has been received stating the amount Care 4 Kids will pay.
 - ii) Parents/guardians are responsible for payment of any differences by Care 4 Kids and EXTRAS fees.
- j) Salisbury Family Services- After applying for C4K & discussing with the directors about possibly receiving financial assistance through EXTRAS directly, Salisbury residents have the option of applying for assistance through Salisbury Family Services (for summer program, residents should apply to SFS first before C4K or scholarships).
 - i) Parents/guardians are responsible for payment until approval has been received stating the amount Salisbury Family Services will pay.
 - ii) Parents/guardians are responsible for payment of any differences by Salisbury Family Services and EXTRAS fees.

5) Operating Times

- a) School year – First day of school through the last day of school
 - i) Monday through Friday: 3:00pm – 5:30pm
 - ii) Early dismissal: 12:00pm – 5:30pm
 - iii) School vacation days: 8:45am – 5:15pm
 - (1) EXTRAS will only be running on these days as long as:
 - (a) there are ten or more children signed up to attend that day

- (b) Janitors are scheduled to be on the premises for potential snow removal (winter only)
- iv) If school is closed due to inclement weather or safety concerns, EXTRAS will also be closed. (Only Exception = As long as all AC's are functioning correctly, EXTRAS will remain open when after-school activities are canceled due to hot weather.)
- v) Closed on the following days:
 - (1) Friday before Labor Day
 - (2) Labor Day
 - (3) Thanksgiving Day
 - (4) Friday After Thanksgiving
 - (5) December 23 through 26
 - (6) December 31 through January 2
 - (7) Rev. Dr. Martin Luther King, Jr. Day
 - (8) Presidents' Day
 - (9) Memorial Day
- b) Summer – The start date and ending date vary in relation to the end and start of school. Please speak with the director to find out specific dates.
 - i) Monday through Friday 8:45am – 5:15pm
 - ii) Closed July 4 - Independence Day.

6) Educational Program Plan

- a) Children will follow a flexible daily schedule (posted near the sign-in/out) that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.
- b) The daily schedule includes indoor and outdoor physical activities, which will allow for fine and gross motor development.
- c) The daily schedule will include opportunities for problem-solving experiences that help to formulate language development and sensory discrimination.
- d) Children will have the opportunity to express their own ideas and feelings through creative experiences in all parts of the program, including: arts and media, dramatic play, music, language, motor activity, language learning experiences, experiences that promote self-reliance, health education practices, child initiated and staff initiated experiences, exploration and discovery, varied choices in materials and equipment, individual and small group activities, active and quiet play, nutritious meals/snacks, and toileting and clean up.

7) Supervision

- a) Staff members will supervise each area in proportion to the number of children occupying the area. There will be a staff member with the children at all times, in conjunction with the Connecticut State Licensing requirements.
 - i) There will always be one teacher for every ten students. (1:10)
 - ii) While the children are by water (The Grove, Waterparks, etc.) the ratio will change to one teacher for every six students. (1:6)

8) Discipline Policy

- a) Our aim will be to set limits so that children know that their strong emotions will not lead them to do things they will regret later. We will deal with disciplinary problems on an individual basis to reinforce a positive self-image. The following are acceptable discipline measures:
 - i) Verbal reminders to the child or children involved.
 - ii) Adult demonstrations of correct and acceptable behavior.
 - iii) Redirection.
 - iv) Removal from situation.
 - v) Supervised time-out period.
 - vi) Providing a safe environment to prevent a child from hurting self or others.
 - vii) Notifying parent or guardian of persistent or dangerous problems.
 - (1) Parent or guardian will be required to sign a behavioral report. A copy will be put in the child's folder.
 - viii) Parent or guardian will be notified in advance, when possible, if his/her child is to be placed on probation. The accumulation of 5 behavioral reports and/or joint decision of the staff and Board of Directors will determine probation.
 - ix) We reserve the right to request that a parent withdraw his/her child from the program if it becomes apparent that the child and the program are incompatible.
- b) The following are prohibited disciplinary measures:
 - i) Corporal punishment
 - ii) Humiliating punishment
 - iii) Frightening punishment
 - iv) Health impairing punishment
 - v) Physical restraint
 - vi) Neglectful punishment
 - vii) Abusive punishment

9) Illness

- a) If a child becomes ill while attending the EXTRAS program the child may be removed from the mainstream of children and placed in a separate area. There will be one staff member available to comfort and care for him/her. A parent or emergency contact will be called to pick up the child as quickly as possible.
- b) If a child is sent home due to the following illnesses they may not return until the designated time period:
 - i) Fever (100.0 degrees or higher)– 24 hours after the fever has gone.
 - ii) Impetigo – 24 hours after treatment has begun.
 - iii) Conjunctivitis (pink eye) – 24 hours after treatment has begun.
 - iv) Diarrhea – 24 hours after symptoms have subsided.
 - v) Lice/Scabies – 24 hours after treatment has begun.
 - vi) Strep Throat/Scarlet Fever – 24 hours after antibiotics treatment has begun.
- c) If you are unsure of when your child can return to EXTRAS due to an illness not listed above please speak with the Director of the program.
- d) If your child/ren is going to be absent due to an illness you must call and notify a staff member of the illness.

- e) We have a nurse consultant who works with us. Contact information will be given upon request.

10) Dental

- a) Parents will be notified at pick-up of any normal tooth loss that occurred during the program (i.e., baby teeth falling out).
- b) The program will keep Save-a-Tooth in each medical bag for accidental tooth loss emergencies.
- c) Parents will be notified immediately of any damage to a child's mouth or teeth that requires emergency dental attention.
- d) The staff will contact the program's dental consultant with any dental related questions.

11) Medication Administration

- a) Parents are responsible for providing EXTRAS with all medications prescribed by their physician. Please be sure to have physician label those meant for at home only.
- b) Parents are responsible for providing EXTRAS with all medical forms for required medications.
- c) Only properly certified EXTRAS staff will be allowed to administer the following types of medications:
 - i) Inhalant medications specific to metered dose inhalers.
 - ii) Injectable medications, by a regulated injection system, (Epi-Pen) to a child with a medically diagnosed condition who may require emergency treatment.
 - iii) Topical medications
 - iv) Oral medications
- d) No medication will be administered to a child:
 - i) without the written order of a licensed physician, with the indication that the medication is for a specific child
 - ii) without the written permission from the parents on a form approved by the Department of Public Health
 - iii) if medication is expired
- e) Medications shall be stored in a locked box.
- f) All unused medication(s) shall be returned to the parent or destroyed if it is not picked up within one week following the termination of the order (or if it's effective date has expired), by flushing into sewerage or a septic system in the presence of at least one witness.
- g) Medication administration errors shall be reported to the parent(s).

12) Ice Pack Policy

- a) Parents are responsible for providing their child/ren with ice packs in their lunch boxes when sending their kids with perishable foods (i.e., leftovers, dairy, meat, eggs, etc.).
- b) If a child does not have an ice pack but, is sent with perishable food, the child will not be permitted to consume the perishable food as there is no way for us to confirm how long the food item/s have been out of refrigeration.
- c) Parent/s will be notified right away of the lack of ice pack and will be expected to bring an alternative food item.

13) Toys from Home

- a) Our program provides a wide variety of toys, games, and activities for your child to choose from. No electronic toys are permitted at EXTRAS.
- b) We ask that children keep all toys home unless permitted ahead of time by the Director.
- c) EXTRAS is not responsible for damage or loss of toys/materials from home.

14) Emergency Plan

- a) Medical Emergency
 - i) Help the injured child.
 - ii) Survey the injury swiftly.
 - iii) If the injury looks severe, have another staff member call 911.
 - iv) One staff member will remain with the injured child at all times (will accompany in ambulance transportation).
 - v) Parents will be notified by phone of the situation.
 - vi) If a parent is not available, an emergency contact will be notified.
 - vii) Salisbury Visiting Nurse Association is available by phone if needed.
- b) Fire/Building Emergency
 - i) Maintaining ratio, at least two staff members will walk all the children out onto the athletic field between the two Salisbury Central School buildings, EXTRAS's designated area safely away from the building.
 - ii) Once outside, a staff member will have children line up to take a name-to-face attendance.
 - iii) The Director/s will be responsible for bringing the attendance sheet, a first aid bag, a cell phone, & the emergency contact book outside. The Director/s are also the designated staff to make a sweep of the EXTRAS rooms & bathrooms for any possible remaining children.
 - iv) The staff would begin to notify parents by phone of the situation.
 - v) If we cannot return to the building, we will remain on the field until directed to a new location by the first-responders.
- c) Weather Emergency
 - i) We will remain in the building as long as possible.
 - ii) We would move to an interior hall (between the library & computer lab) to shelter down.
 - iii) If evacuation becomes necessary, we would call the local Lakeville Fire Department to request assistance.
 - iv) We would notify parents of our need to move as soon as possible.
- d) Lock Down Policy
 - i) A staff member will close & lock all doors while another proceeds to close the blinds.
 - ii) The children will be grouped together and moved to the corner farthest from all windows & doors.
 - iii) No further actions will be taken (i.e., call parents, dismiss children) until the lockdown is lifted.
 - iv) At this time under NO circumstance will an unauthorized person be allowed in the building.

- v) Once the lockdown is lifted we will start contacting all parents regarding the situation.
- vi) Upon the event of a serious threat, we will be relocated to a designated area assigned by proper officials.

15) Drop-off/Pick-up

- a) Parents or guardians must escort their child/ren to and from their classroom everyday making the instructor aware of the arrival or dismissal of the child.
- b) Parents or guardians must sign their child in and out on the sign in sheet.
- c) No child will be dismissed to anyone under the age of 18 years of age.
- d) Each child will only be dismissed to an adult who is the child's parent, guardian, or someone who has been designated in writing by the parent or guardian (emergency contact, written/emailed note).
- e) If a biological parent is not allowed to pick-up due to court ordered custody agreements, court ordered documents are required to be given to the Director to be kept in the child/rens file. Without a court order on file, we legally cannot prevent the biological parent from picking up the child.
- f) If someone is picking up your child/ren who does not normally please advise them to bring a photo ID. Your child/ren will not be released without proper ID.

16) Late Policy

- a) If a child is not picked up by closing time, the parent or guardian will be charged a late fee of \$15.00 per incident for the first three incidents of tardiness. Two staff members will remain with the child/ren and follow this procedure:
 - (1) Call the parents guardian phone numbers listed on registration
 - (2) If they cannot be reached, call the person listed on emergency list
 - (3) If no person is available the staff waits for fifteen minutes
 - (4) After fifteen minutes staff calls the town social worker Patrice McGrath at 435-5187
 - (5) After thirty minutes the staff calls the police at 911
- b) On any subsequent incidents, there will be the \$15.00 charge for the first five minutes and \$1.00 per minute for each minute thereafter.
- c) If the problem persists, the Board of Directors reserves the right to take subsequent action by asking the parents to find alternative care.

17) Mandated Reporter

- a) Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of EXTRAS are considered mandated reporters under this law. The employees of this center are not required to discuss suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making the report. Under the Act, mandated reporters can

be held criminally responsible if they fail to report suspected abuse or neglect. We at EXTRAS take this responsibility very seriously and will make all warranted reports to the appropriate authority.

18) Discrimination Policy

EXTRAS has in place a policy of non-discrimination that specifically identifies race, creed, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, marital status, pregnancy, disability, and veteran status as protected classes.