

**The Region Before and After School Program is an independent, non-profit organization dedicated to safe and affordable before and after school care for the children of Region 15.**

1. Introduction by Program's Director

Dear Parents:

I welcome the many returning to our program, and extend warm greetings to those new to the program, and to you who simply profess an interest in learning more about what we can offer your child. My staff and I are pleased to once again serve as the provider of the Region 15 before and After School Program.

Four (4) programs within Region 15 Elementary Schools allow children to remain on site, thereby providing the added dimension of a sense of “belonging” and pride in their school environment.

Your child is what this program is all about. Our utmost concern is to provide a safe and nurturing environment conducive to the developmental and social needs of your child, while maintaining current state licensing requirements.

In our endeavor we share a common goal – the well being of your child. We wish your child well, as we send them off to school, and warmly welcome them upon their return.

Sincerely,  
Leslie Mastrianna

2. Board of Directors

The Region 15 Before and After School Program was a vision created by a group of concerned Southbury and Middlebury community members in response to a survey done by the Southbury League of Women's Voters in 1988. This survey identified the need within the Region 15 area for before and after school child care. This group was organized into what has become the Board of Directors and with support of the Educational community opened a program in the fall of 1991 in both the Southbury and Middlebury elementary schools. The Board currently is composed of a broad mixture of parents, business & community leaders, and other interested individuals who volunteer their time in pursuit of quality and affordable school age childcare.

The Region 15 Before and After School Program is governed by a Board of Directors. The Board is also responsible for the Program and makes all policy decisions. The Board is responsible for the selection of the program provider, fundraising, tuition assistance, budget planning, tuition rate setting, as well as participation in special projects.

The Board meetings are held quarterly on the first Tuesday for the months of February, April, June, September, and November at the Shepardson Community Center in Middlebury and are open to the public. Questions regarding the Board may be directed to Heather Gatesman: [hgatesman@gmail.com](mailto:hgatesman@gmail.com)

### 3. Administration

#### Director

The Director oversees the day-to-day operations of the program and the administration policies as delineated by the Board of Directors. The Director supervises staff on matters of planning, implementation, and evaluation of all aspects of the program. They are:

Ms. Leslie Mastrianna, Director  
The Nest Daycare & Learning Center, Inc.  
(203) 910-8730

#### Head Teacher

The Head Teachers are responsible for planning and implementing a developmental program for their classes and supervising their staff.

The Head teachers currently are:

Middlebury Elementary:	Ms. Sarah Sullivan
Gainfield Elementary:	Ms. Jennifer Peters
Pomperaug Elementary:	Ms. Jennifer Peters
Long Meadow Elementary:	Ms. Jennifer L. Marra

#### Staff Selection and Training

The staff of the Region 15 Before and After School Program is selected from a pool of candidates and goes through an extensive screening process. Staff is chosen for their practical experience, education, maturity, love of, and understanding of the needs of children, ability to give affection, and outstanding references.

During the year, workshops and discussions on such topics as: goals, child development, health and safety, discipline, communication, and curriculum take place. Staff members are encouraged to attend professional workshops and conferences, and further their education at local colleges and universities. In addition, monthly staff meetings are held to share ideas on the program and children. The Director meets on a regular basis with the staff to provide supervision and support.

### 4. Parent Involvement

It is hoped that all will participate on a level commensurate with their interest and time. This might take the form of active representation on the Board of Directors, or making themselves available for such things as special activities or projects, volunteering in their child's program, sharing their interests or hobbies.

Parents are always welcome to visit the program and participate in activities with your child.

Parents are always welcome to attend the Board of Directors meetings held on the second Tuesday of February, April, June, September, and November at 7:00 p.m. at the Shepardson Community Center in Middlebury.

### 5. Licensing

The Region 15 Before and After School Program is licensed for children ages five years - twelve years old by the State of Connecticut, Department of Public Health Services, Hartford, CT (800) 282-6063

### 6. Program Description

The overall goal of the program is to provide safe, quality care for Region 15 Elementary school children before school, after school, and during teachers' in-service days and winter & spring vacations. We encourage the children to relax and enjoy. The diversity of activities affords the opportunity for children to exercise freedom of choice within their limits.

Special events are planned for vacation and in-service days.

Typical activities for regular school days are:

Snack & Nutrition, Table Activities, Arts & Crafts, Music, Language Arts, Science, Outdoor Play, etc. Curriculum is ever expanding to meet the developmental needs and interest of the children.

## 7. Site Information

Middlebury Elementary Whittemore Road Middlebury, Ct 06762 Location: Cafeteria Telephone: 203-598-7625	Gainfield Elementary 307 Old Field Road Southbury, CT 06488 Location: Cafeteria Telephone:203- 262-1020
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Long Meadow Elementary 65 North Benson Road Middlebury, Ct 06762 Location: Cafeteria and Gym Telephone: 203-758-9891	Pomperaug Elementary 607 Main Street South Southbury, CT 06488 Location: Cafeteria Telephone: 203- 262-8160
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Elementary school site telephones are connected during the hours of 7:00 – 9:00 am and 3:00 – 6:00 pm. Please note these telephone numbers are also readily found in the blue pages of the telephone directory. Communication outside of these hours may be directed to:

The Nest Daycare and Learning Center, Inc.: (203) 910-8730. Our website is [www.region15bas.org](http://www.region15bas.org).

## 8. Admission

Eligibility of children in Kindergarten through 5<sup>th</sup> grade is determined by registration through the Region 15 BAS Program. Enrollment is on a first-come, first-served basis. The sites are limited on the basis of State licensing space criteria. **There is both a \$25 non-refundable registration fee to be paid at the time of registration as well as a non-refundable advance tuition fee equal to the first two weeks tuition.** Each child must have on file with the head teacher the following forms (included in the enrollment package) prior to attending: Parent Agreement and Advertising / Promotion Release Form, Health/ Medical Form, Emergency Medical Authorization and Emergency Contact Form, Child Release/Pick-Up Form and Early Dismissal Plan Form. No child will be admitted without the aforementioned forms.

## 9. Enrollment

Children can be enrolled on a regular basis. “Regular” meaning the child attends the program according to a pre-arranged schedule and tuition payment is due on the first day of each week according to that schedule. If payment is not received on the first day of service, consider this the first day of notification for termination of services. **Should your child not attend all days scheduled, you will be expected to pay.** Your child may be scheduled for one day, two days, three days, four days, or five days, morning or afternoon, or any combination, depending upon your needs. **Two weeks written notice of withdrawal from the program is required. Furthermore, a two-week written notice is required for any change in a child’s schedule. Failure to comply with policy regarding withdrawal from program and/or change of schedule will result in monetary charges for those two weeks.**

Where space allows, children may attend on a “temporary” basis, provided enrollment is approved by the head teacher at the site, and all necessary registration materials have been completed and returned to that site prior to your child’s attendance. Only children enrolled on a regular basis are eligible to attend in-service and school vacations.

## 10. Termination of Enrollment

The Director may terminate a child’s enrollment in cases of:

1. Non-payment of bill.
2. The parent’s non-compliance with program policies after written notification.
3. If a child is written-up three (3) times on a Disciplinary Action Report, possible suspension or expulsion may result, depending upon circumstances at the discretion of the BAS board and The Nest.

11. Inclement Weather/Emergency Closing Policy  
 Delayed Opening, Early Closing, or Cancelled Program

The program’s inclement weather policy will follow that of the Region 15 school system. Parents are advised to listen to local radio stations for specific Region 15 information. In the event the program has started and an emergency closing occurs, parents will be notified by telephone as directed on the emergency contact form.

BAS Schedules for Delays, Cancellations and Early Dismissals:					
2 Hour Delay	3 Hour Delay	Planned Early Dismissal*	Emergency Early Dismissal	After School Activities	Heat-Index and Modified Heat-Index Dismissal Schedule
Open 8:30am	Open 9:30am	Open 1:00-6:00pm	After School Session at discretion of Central Office	Open	Open

\*(e.g. Scheduled professional development days, day before some holidays that are already scheduled and on the calendar.)

12. Program Fees

Fees are due and payable on the 1<sup>st</sup> day of your child’s weekly schedule. Payment is made at the site by check or money order only. A \$30.00 late fee will be charged for all accounts one week in arrears. There is a \$40.00 charge for all returned bank checks. If there are three or more bounced checks within a five month period, it will be necessary to pay via certified check or money order. Fees are subject to change due to the self-sustaining nature of the program.

Checks should be made payable to the provider: The Nest Daycare and Learning Center, Inc. or BAS.

The fees for the school year are:

	Program	Hours	Child #1	Child #2	Child #3
Morning	K-5	7:00 am - 9:00 am	\$9.00	\$8.00	\$8.00
Afternoon	K-5	3:40 pm - 6:00 pm	\$13.00	\$12.00	\$12.00
Half-Day	K-5	1:00 pm - 6:00 pm	\$25.00	\$25.00	\$25.00
Full Day	K-5	7:00 am - 6:00 pm	\$50.00	No discount for more than 1 child.	

The per session fee will be charged for each day registered, whether or not your child attends the program, excluding days when school is not in session. **Two weeks written notice of withdrawal from the program is required. Furthermore, a two week written notice is required for any change in a child’s schedule. Failure to comply with policy regarding withdrawal from program and/or change of schedule will result in monetary charges for these two weeks.**

13. Program Registration

There is a \$25.00 per family, non-refundable annual program registration fee. Also, the first two weeks tuition is due and payable per child, at the time of registration. **Registration is on a first come, first serve basis, and is limited due to state licensing of space (see section 7 for specifics).**

14. Tuition

Please submit all necessary paperwork to “Care 4 Kids” ([www.ctcare4kids.com](http://www.ctcare4kids.com)). **This application MUST be presented with a denial letter from the Care 4 Kids program.** For further assistance, please contact: The BAS Program, Inc. P.O. Box 1121 Middlebury, CT 06762

15. Notification of Absence

Each Head Teacher MUST be notified when a child is absent. This is for your child's protection. The Region 15 Before and After School Program will not be held responsible for any child that does not arrive at the program. Please call the site (see section 6 Site Information for telephone numbers) to notify the teacher of your child's absence. It is not the school's responsibility to notify us of your child's non-attendance, IT IS YOURS.

#### 16. Arrival and Departure Procedures

All children must be signed in by parent or guardian in the Before School Program and signed out by parent or guardian in the After School Program. No child will be permitted to be dropped off without the parent or guardian entering the site and no child will be permitted to meet a parent at their car.

#### 17. Release of Children

Children may be released only to persons 18 years of age or over, authorized to do so on the Emergency information form and in writing or by fax. Staff has copies of this form on hand for quick reference. If you desire to change this information, it is important that you inform the Staff in writing. Persons not known to the Staff will be required to show proof of identity which includes photo ID such as a driver's license or other photo I.D. to establish their identity.

#### 18. In-School, Non BAS Program Activity Participation

While registered in the BAS Program, children are allowed to participate in any before or after activities sponsored in their school. These may include computer lab, religion classes, scout meetings, etc. The parent(s) must fill out a permission slip for each activity you want your child to participate in. The children will be signed into the program by parent or school personnel and then escorted to the location of the activity. You are encouraged to work with the staff and the sponsoring organization's personnel to arrange a supervised return to the program once the activity is completed. Parents are responsible for keeping the staff informed of changes.

#### 19. Late Pick-Up Fee

All children are expected to be picked up by 6:00 p.m. Any child remaining after 6:00 p.m. will be assessed a late pick-up fee. The fee is \$7.00 for the first 5 minutes or part thereof beyond the closing time. Late pick-up fees are due and payable on that given day. Additionally, over 5 – 15 minutes, or part thereof, an additional charge of \$15.00 will be assessed. For each 15 minute increment thereafter, or part thereof, a \$15.00 charge will be assessed.

Please refer to the following schedule.

0-5 minutes - \$7.00  
6-15 minutes - \$22.00  
16-30 minutes - \$37.00  
31-45 minutes - \$52.00  
46-60 minutes - \$67.00

#### 20. Late Pick-Up Policy

Two staff members will remain with a child who is left at the program past closing. All attempts will be made to reach parents or guardians. The following steps will be taken:

- (1) If no contact has been made with the parent(s) by 6:15 p.m., staff will contact persons designated on the Emergency Contact form.
- (2) If no one has been reached by 7:00 p.m., the State Police will be notified and the staff will act according to their recommendation.
- (3) After verbal discussion with the State Police, the decision to contact DCF will be made.

#### 21. Illness and Accidents

1. Minor cuts and bruises are given first aid at the program.
2. In cases of illness, the child will be isolated from the other children on a chair or mat at the Head Teacher's table and kept under his/her supervision, until picked up by a parent or designated

responsible adult. Emergency files will be kept on the premises for each child. Parents will be notified by telephone and expected to pick up a child who appears to our staff to be too ill to remain in the program. The staff expects that if you are called in an emergency, you will come as soon as possible.

3. If your child is to be absent because of illness, please notify the program. If he/she has a contagious disease please notify us immediately.
4. Parents/Guardian are responsible to inform the staff members on duty of any significant incidents such as lack of sleep or unusual excitement at home which might affect the behavior of your child.
5. Parents/guardians are responsible to inform the staff members on duty if their child has special medical or other needs that may require attention during participation in the Program.

## 22. Emergency Medical Care

It is the sole responsibility of a parent to notify the staff when any emergency or pediatrician's telephone numbers change. It is of utmost importance in cases of emergency to have correct numbers. We encourage you to update your Child's health record annually, as well as significant changes as they occur.

After determining the nature of the illness, the staff will take the following steps:

1. A certified staff member will administer first aid and based on the nature of the emergency, appropriate first aid measures will be followed. Depending upon the severity, 911 will be called, and then the parent will be contacted.
2. Parent or guardian will be contacted and apprised of the situation. If unable to contact parent or guardian, emergency contacts will be contacted next.
3. If parent, guardian, or emergency contact is unable to pick up a child and take him/her for medical treatment, an ambulance will be called to transport the child to the doctor or hospital.
4. If staff was not able to contact parent or guardian, the staff will use the emergency release form to secure medical attention from child's physician or from our consulting doctor or dentist.
5. A member of the staff will accompany the child in the ambulance. Parent or guardian will be notified to meet them at the emergency room.
6. Parents will be expected to assume responsibility for any resulting expenses.

## 23. Use of Medication

The staff will not administer medication to children. Exceptions will be considered on an individual basis, with a verbal discussion and written notification between the parent, Director, staff and physician. All medication must be given to the child by the parents or designated adult. A medical form is required which needs to be in its original packaging with the pharmacy label. The staff must be notified if anyone other than the parents will be administering medication. It is advised that parents arrange for the child to be given his/her medication before school closes, by the school nurse, before attending the Program.

## 24. Discipline Policy

At the beginning of the program year, each Head Teacher will establish with the children specific rules of conduct that will be used to set limits necessary to ensure safe management of the program and to protect the rights of individual children. Our goal is to assist the child in developing socially acceptable ways to express needs and emotions. We encourage positive methods of discipline in the program. This policy has been discussed with me by the Head Teacher.

The following steps will be taken in correcting a child who has exceeded a limit.

1. The program will follow the Region #15 Board of Education Student Discipline Policy – Number 5114 Section 3.

2. Child is given a verbal warning and reminded what the rule or limit is so the child has a chance to check/change his/her behavior.
3. If problem persists, or in case of more serious incidents, an adult will step in again to redirect the child to another activity or quiet time with an adult to talk out his/her feelings.
4. If the discipline problem persists, the parent shall be called to pick up the child. The child will remain in quiet time, with a quiet activity, until the parent arrives. The situation will then be further discussed with the parent(s)/guardian(s).
5. Students who accumulate two behavior incident reports within a two week period will be suspended from attending the program for a week. A student that returns from suspension and then accumulates one more behavior incident report within two weeks will be expelled from the program for the remainder of the school year. This behavior policy cannot be waived at any time.
6. Parents/Guardian will be asked to attend a formal meeting with a BAS Board Member, the Program Director and Head Teacher to assist in working out an equitable solution to the program. A parent's unwillingness to cooperate and/or continuation of discipline problem will result in the removal of the child from the program.

## 25. Abuse and Neglect Policy

The state of Connecticut deems all childcare workers as mandated reporters regarding suspected child abuse and/or neglect. Abuse is defined as any non-accidental injury to a child which, regardless of motive, is inflicted or allowed to be inflicted on any person responsible for the child's care. Abuse includes, but is not limited to, malnutrition, sexual molestation and cruel treatment including physical and emotional abuse. Neglect is the failure, whether intentional or not, from the person responsible for the child's care, to provide and maintain an adequate food, clothing, medical care, supervision and /or education. This policy has been discussed with me by the Head Teacher.

## 26. Bullying Policy

Any form of bullying behavior is forbidden. The program will follow the Region #15 Board of Education bullying policy. A copy of same can be furnished upon request.

## 27. Incident Reports

There may be times when an incident occurs where your child may get hurt during the school day or be involved in other incidents that may involve behavior that is inappropriate or has caused injury. In these cases, the staff will complete an incident report that must be signed by the parent or guardian.

## 28. Forms

- A. Parent Agreement and Advertising/Promotion Release Form
- B. Health/Medical Form
- C. Emergency Medical Authorization and Emergency Contact Form
- D. Child Release/Pick-Up Form
- E. Early Dismissal Plan Form
- F. Medical Form