

# Policies

## General Policies

### Eligibility

- Children of working Enfield parents.
- Children of Enfield parents in school/training program.
- Special circumstances addressed on an individual basis.

### Persons Authorized to Pick Up

- Person will be required to show picture identifying themselves and be on authorized pick up list.
- Any permanent change in pick up person is to be requested in written form.
- If the safety of a child is in question, the center reserves the right to make any determination necessary for the well being of the child.

### Fees

- Sliding fee scale with cap available.
- Tuition prepaid weekly for 51 weeks per year excluding the weeks the center is closed, whether your child attends or not.
- Registration fee is due prior to enrollment.
- Please call for current non-sliding fee rates

### Late Fees

- \$5 per child for each 15 minutes between 5:30 and 5:45 p.m.; thereafter \$5 for every 5 minutes per child.
- Chronic tardiness can result in dismissal.

### Arrival and Departure

- Center opens precisely at 6:30 a.m.
- Center closes promptly at 5:30 p.m.
- If your child will not be attending the center or will be in late, you need to call the secretary's office before 9 a.m.
- Persons authorized to drop off and pick up your child must sign him/her in or out (mandated by the state law).

### Change of Information

- It is mandated by the state that all information given on the application is accurate.
- It is the parent's responsibility to notify the center immediately of any changes, using a standard update form. This is extremely important should we need to contact you during the day in case of emergency.
- It is the parent's responsibility to keep emergency numbers for your "back-up-people" current.

### Parking

- All parents must park in the designated parking lot and walk the children to and from the classroom.
- The fire marshal is notified of any infractions.
- This is to insure the safety of your child.
- It is very important that you understand and fulfill this requirement!

## **Withdrawal From the Program**

- We reserve the right to discontinue care at any time if we feel our environment is unsuitable for a child.
- The Director must be notified in writing two weeks in advance of withdrawal or pay two weeks fees.

## **Licensing**

- Enfield Child Development Center is licensed by the Office of Early Childhood and is routinely inspected by staff representing it.
- The local Health Department and Fire Marshall visit to make sure we meet requirements.
- Enfield Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC).

## **Center Closings**

- The center closes one week a year around the December holidays.
- The center is also closed: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Good Friday, Memorial Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after. Staff Development Closures posted annually.
- Signs will be posted to remind all families of an upcoming vacation day.
- You will be expected to pay for the full week whether your child attends all or part of the week.

During inclement weather the center closes only when the Town of Enfield closes the Town offices.

## **Health & Safety**

### **Physicals and Immunizations**

- Connecticut state licensing mandates yearly medical physicals for I/T, 3's and 4's. Copies must be provided to the center.
- School age children only need a new physical after Kindergarten for our program if a medical change occurs.
- The immunization schedule is established in regulation.

### **Illness**

- If a child is ill or sent home, he/she needs to stay out of the program the next day.
- A child should stay home from child care if he/she is unable to participate in the daily routine of the center. A child with any of the following symptoms: earaches, diarrhea, vomiting, unexplained / undiagnosed rash, head lice, red eyes, fever, contagious / infectious disease (according to time frame), needs to remain at home at least 24 hours and until he/she is no longer ill.
- It is important every family develop alternative plans for your child in the event he/she is sick.
- Children, who come to child care when they are sick, can make us all sick.

### **Discipline**

- All parents must sign and agree to our discipline procedures prior to enrollment.
- The Director reserves the right to dismiss a child at any time if his/her presence is deemed a danger to himself/herself or others.

## Medicines

- Staff, who have been trained in the correct procedures, will dispense prescription medicine.
- The original prescription label must accompany the physician's form (completed by physician and parent).
- Children's medications need to be updated.
- nonprescription medicines also need a physician's form.
- Lotions and creams, including sunscreen, require a topical permission form to be completed by the parent.

## Accident Report

- If a child is injured at the center, the appropriate first aid precautions will take place, followed by a report, which is to be signed by the parent. A copy of the report will be given to the parent after all appropriate signatures are in place.
- If your child requires hospitalization or emergency care, procedures will be followed as indicated in permission form signed by the parent.
- If a child is injured at home please notify staff upon arrival so that a report can be filled out.

## Nap Time

- State mandated for infants, toddlers, and preschool children.
- Our days are very busy and all young children require a rest.

## Clothing

- Please dress children for active play.
- Please provide appropriate clothing according to the season for outdoor play (weather permitting).
- All clothing needs to be labeled with a permanent marker.
- No back-less shoes or jellies permitted.
- A change of clothes should be provided for accidents, creative projects, water play or otherwise (appropriate to the season).
- Please don't forget to label these items as well.
- Sneakers are required for outdoors and gym in all programs.

## Parent Involvement

### Parents

- Parents are vitally important to us!
- We need your help and cooperation in many matters.
- Information about your child / children, that could help us long range or even news of a change in schedule, will help our staff serve your family better.
- We have an open door policy - stop in and see us anytime.

### Parent Advisory Group

- We have a Parent Advisory Group who helps us make decisions concerning the program and the setting.
- There are many jobs we'd love to share and many ways parents can assist us to do a better job.
- Names of the Advisory Board Members are posted on our Parent Information Board.
- Parents may wish to consult them to share their joys or concerns.

## Compliments / Complaints

- There is a procedure for contacting the Office of Early Childhood, in Hartford. posted on the bulletin board near the license.
- We would hope that you would use all avenues available to you at the center first.
- The director is always available to talk to you, impromptu or scheduled; appointments might be wise to be sure your thoughts can be heard without interruption.
- There are head teachers in each division who would be glad to speak with you as well.
- Lack of communication can often be a problem since it is difficult to really talk without interruption during the coming and goings of each day.
- We regard daily communication crucial.
- Compliments are accepted any time.

## Equal Opportunity Provider

The Town of Enfield Child Development Center enrolls children and families regardless of race, religion, sex, or national origin.