

THE  
TOWN OF ENFIELD  
CHILD DEVELOPMENT CENTER  
FAMILY HANDBOOK  
2021



# THE ENFIELD CHILD DEVELOPMENT CENTER FAMILY HANDBOOK

2021

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## WELCOME

We want to welcome you and your child to the Enfield Child Development Center (ECDC) at the Stowe Early Learning Center. The Center provides a nurturing, enriching environment where children of all ages and abilities are given daily opportunities to learn, grow and express themselves. Many of our children enroll as infants and stay until they turn 12, with siblings joining them along the way. Several of our dedicated, passionate staff have been with us long enough to see ECDC children go onto college and return as summer seasonal staff. These are just some of the reasons that ECDC is unique.

Our Center offers separate age-appropriate learning areas, secure outside play areas, an indoor gym, a Family Resource Center and a "Play Lab" that rivals the best Discovery Museums in the State. We also provide "home cooked" nutritious breakfasts, lunches and snacks, offer before and after-school bus transportation for the School Age Program and provide social work support and service referrals when needed. All this and more are included in your weekly fee.

Our experienced staff take great pride in helping you and your family meet your child's physical, emotional, social, cognitive, educational and nutritional needs while in our care. Our Center is designed to provide a safe, secure environment where diverse backgrounds and life experiences are recognized, respected and embraced.

The quality of the programs we offer, the skills of our staff and the space we use to help your child grow and learn are all regularly monitored by the State of Connecticut's Office of Early Childhood, the local Health District and the National Association for the Education of Young Children (NAEYC). The Enfield Child Development Center has been NAEYC accredited since 1999.

NAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate and work on behalf of young children.

Our core values as defined in the NAEYC Code of Ethical Conduct are deeply rooted in the highest standards for early childhood practice. In addition, we strive to be a high-performing, inclusive organization that is enriched by and continually grows from our commitment to diversity, as embodied by our core beliefs.

We uphold the following values and beliefs in all our interactions and initiatives:

At ECDC, we:

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between the child and family.
- Recognize that children are best understood and supported in the context of family, culture, community, and society.
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague).
- Respect diversity in children, families, and colleagues.

- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

At ECDC we demonstrate the following Core Beliefs in our daily practice:

- ***Excellence and Innovation*** - We are imaginative risk takers willing to challenge assumptions while being both accountable to our mission and fiscally responsible.
- ***Transparency*** - We act with openness and clarity.
- ***Reflection*** - We consider multiple sources of evidence and diverse perspectives to review past performance, note progress and successes, and engage in continuous quality improvement.
- ***Equity and Opportunity*** - We advocate for policies, practices and systems that promote full and inclusive participation. We confront biases that create barriers and limit the potential of children, families, and early childhood professionals.
- ***Collaborative Relationships*** - We share leadership and responsibility in our work with others. We commit time and effort to ensure diverse participation and more effective outcomes. We act with integrity, respect, and trust.

As a parent, you are your child's first and most important teacher. We are happy that you have chosen our Center to help nurture your child. The Center staff look forward to partnering with you in your child's learning journey at ECDC. We have an open-door policy, and you are free to visit as your schedule allows. We always encourage your feedback and invite your active participation as a contributor, volunteer and field trip chaperone. We want our Center to feel like your child's "home away from home".

The Center is open from 6:30AM to 5:30PM, Monday through Friday to meet the demands of busy families. The Center is open 51 weeks a year, closing for a winter break in December and for professional development in February and August, along with Town holidays.

Welcome to the ECDC "family".

## ENROLLING YOUR CHILD

The Enfield Child Development Center has an open enrollment policy and does not discriminate on the basis of race, ethnicity, cultural heritage, income, gender, disability, family composition or sexual orientation. The Center promotes and embraces the enrollment of children from diverse racial, ethnic, economic and family backgrounds.

Enrollment is open to Enfield residents and is based on availability. Applications are accepted year-round, tracked by application date and monitored monthly. Early applications are encouraged as most programs have a waiting list. The waiting list is updated on a regular basis. ECDC also accepts "letters of intent to enroll" for the Infant Program from expectant families.

Before a child can start at the Center, s/he must have a physical completed within a year of their enrollment date along with the State required flu shot for all children under the age of 6. Documentation of the physical must be provided to the Center on the State required Childhood Health Assessment Form which is included in your application packet.

## CHILD DEVELOPMENT SERVICES

ECDC provides child development services for children as young as eight (8) weeks old in our Infant Program and as old as 12 (or entering 6<sup>th</sup> grade) in our School Age Program. All our programs are structured to meet the developmental needs of specific age groups, State licensing requirements and national standards of classroom practice. Staff are assigned to work with specific children in order to provide stability and continuity for children in their care.

Staff-to-child ratios are mandated by the Office of Early Childhood to ensure the health and safety of the children in our care and are maintained at all times – including indoor and outdoor time, rest/nap time, and field trips. We offer three specific options to meet the needs of your family – a full time Infant/Toddler Program, a full time Preschool Program, and a Kindergarten/School Age Program. Each Program has very specific staff-to-child ratios – 1:4 for Infants and Toddlers and 1:10 for Preschool and School Age. The objectives of each Program are briefly outlined below.

Our Infant /Toddler Program builds on what we know about how young brains develop to form bridges to learning and lasting relationships and utilizes the nationally recognized “Creative Curriculum”. Our staff:

- Foster a child’s sense of trust, security and attachment;
- Offer an environment that is safe and consistent, yet flexible enough to accommodate individual eating and napping schedules; and
- Provide high quality educational materials and learning experiences that satisfy a child’s natural sense of curiosity about their surroundings.

The Preschool Program prides itself in helping your child reach his or her “developmental milestones”, encouraging and tracking progress toward building the early skills needed to be successful in school and in life. Children do not need to be toilet trained to enroll in our Preschool Program. Our staff:

- Use a nationally recognized school readiness curriculum designed to stimulate a child’s exploration of the world around them;
- Expand a child’s interests through hands-on learning and creativity;
- Create an environment that helps children develop self-regulation skills; and
- Inspire children to grow and learn to their fullest potential.

The Kindergarten and School Age Program creates experiences that prepare children for refining the social skills learned at home and in the Center while providing a solid platform for a successful transition to school and beyond. Our staff:

- Create “learning centers” in each classroom to encourage exploration and enrich the learning experience;
- Model and encourage respect for their community and cultural surroundings;
- Promote a sense of independence by offering a choice of activities; and
- Provide an enriching summer program that includes weekly field trips.

Infant, Toddler and Pre-K staff conduct the nationally recognized “Ages and Stages” screening two months after enrollment, and then annually each October. The screening serves to compare your child’s progress on age-appropriate milestones to national norms. The results of the assessment will be reviewed with you, and with your permission, your child’s pediatrician. If, after discussing the results, it seems that a referral to outside services is needed – for speech and language development, physical therapy, etc. – those services can be offered on-site at the Center by the provider you select. We will ask you to sign an information release form so that our staff and the service provider can communicate about your child’s progress, needs and service plans.

We will work with you to develop an individualized transition plan when your child moves from one program to another. As your child nears a transition point, his/her classroom teacher will keep you informed and ask for your feedback and help in making your child’s transition a smooth and successful one. We pay special attention to the transition to kindergarten and work closely with you and the Enfield Public School (EPS) staff to make sure you and your child are prepared.

## CURRICULUM

The Center has intentionally chosen to use the “Creative Curriculum” for our Infant and Toddler Program. Our Preschool Program utilizes the Connecticut Early Learning and Development Standards and the Documentation & Observation for Teaching System (CTELDS/DOT’s) as well as the Creative Curriculum as the basis for planning learning experiences, observing and documenting child progress and implementing teaching strategies. The CTELDS aligns with the Enfield Public Schools curriculum so that ECDC children are prepared for a smooth, successful transition to kindergarten.

## HEALTH SERVICES

To supplement the expertise of our staff, the Center works with a Nurse Consultant to help us monitor your child’s health and well-being. The Nurse Consultant visits our Center on a weekly basis to review health records, immunization histories and is available for any staff questions. The relationship with the Nurse Consultant supplements, and does not substitute for, the important information and service your child’s Pediatrician provides.

During the enrollment process, you provided us with information about your child’s medical history and health insurance coverage. Please make sure that all of your child’s allergies are documented in his/her health history. If you or your child do not have health insurance, please see the information on Connecticut’s HUSKY Program provided during the intake process.

ECDC staff are trained and certified in the administration of common medications and medication storage procedures. All medication must be accompanied by a medication release form that is signed by a physician which clearly identifies the dosage and direction for administration of the medication. Medication release forms must be provided each time there is any change in the prescription. Staff are also trained in CPR and First Aid.

Children who require lifesaving medication such as epinephrine or an inhaler or behavior medication that needs to be given during our hours of operation, need to have the medications and proper documentation on site, to be able to attend.

If your child requires any special assistance to meet his/her medical or medication administration needs, we will arrange for staff to be trained to meet all State licensure requirements.

When available, the Center provides opportunities for vision, hearing and dental screenings. You'll be notified in advance and must give written permission if you want your child to participate in these free on-site screenings. We work to support your efforts to help your child develop good health and hygiene practices by assisting our Infant/Toddler and Preschool children learn how to brush their teeth, wash their hands, etc.

The Center follows the American Academy of Pediatrics (AAP) policy on illness which clarifies practical standards for returning your child to the Center after s/he's been sick. For the benefit of all ECDC children and staff, parent/guardians must pick up their child within 1.5 hours when notified that s/he is ill, or in case of emergency. Any child sent home sick may not return the following day.

## NUTRITION SERVICES

Your child's health is important to us. Eating healthy and getting exercise on a daily basis when children are young make it more likely that they will grow into healthy adolescents and adults. Our kitchen is staffed with experienced, certified food preparers and servers who cook from scratch each day.

The meals and snacks that your child is provided at ECDC meet established standards under the Connecticut Child and Adult Food Program (CACFP). Our menus are developed to meet strict guidelines for the amount (serving sizes) and types of foods (protein, vegetables, whole grains, dairy, etc.) that are beneficial to young children.

On occasion, classrooms will have planned "celebrations". Families may be asked to bring in a food item for the celebration. These items must be store bought – not homemade - to meet the required health and safety requirements. In addition, "party bags" or "party favors" may not include food items of any kind due to the high number of children who suffer from food allergies.

If a child has a documented food allergy, our kitchen staff will provide a suitable meal or snack substitution as long as a medical note is provided. For religious exemptions, a parent note must be provided.

## FAMILY SUPPORT SERVICES

The Enfield Child Development Center is part of the Town of Enfield's Department of Social Services and ECDC families are eligible to participate in any of the services and programs offered by Enfield DSS. As a comprehensive Center, we understand that all families - at one time or another - need a little extra help and support. If and when your child(ren) or family begin to struggle for any reason - military deployment, divorce or separation, changes in employment or income, loss of a loved one, health or mental health concerns, etc. - we can help by providing free, confidential social work services or referrals to outside agencies as needed. Our Staff are also available to assist with referrals for English as A Second Language (ESL) and GED classes, literacy programs and services, information about free literacy and reading programs through the library and Enfield Adult Education. Please do not hesitate

to let us know how we can help support your lifelong learning and the development of literacy skills for your children.

## POSITIVE LEARNING ENVIRONMENT

At ECDC, we are committed to creating and maintaining an environment that is physically, emotionally and intellectually safe and free from bullying, harassment and discrimination. We pride ourselves in helping your child develop the self-regulation and communications skills necessary to be successful at home, at school and in life.

We create a positive learning environment for children and staff by using teachers as strong role models, consistent classroom expectations, redirection and developmentally appropriate positive guidance techniques. All staff receive training, coaching and supervision in these areas.

Any child, regardless of ability or disability, will be excluded from the Center if it is determined that the child's presence poses a direct threat – a substantial risk of serious harm to the health and safety of others - or requires a fundamental alteration of the program. The Director reserves the right to dismiss or suspend a child or family for just cause if at any time it's determined to be in the best interest of the Center or the Town.

## POSITIVE AND PROGRESSIVE DISCIPLINE

Should the need for discipline arise, the incident will be documented in writing. You will receive a copy of the incident or behavior report to review and sign and will be given additional verbal information by the staff regarding the context, duration and severity of the incident. Our staff are trained in positive discipline techniques and the vast majority of children respond very well to these prompts.

However, there are circumstances when progressive discipline techniques are used to help children develop the self-regulation skills needed to conform their behavior to age-appropriate standards. If a pattern of negative behavior develops or escalates for a particular child, staff may request a parent conference and/or consult with social work staff to determine a recommended course of action.

At no time will a child be left unsupervised during a behavioral incident. If a particular incident escalates to the point that your child or those around him/her cannot be safely redirected, we may need to isolate him/her away from other children. If staff are unable to separate and de-escalate a particular child, additional resources from Emergency Mobile Psychiatric Services (EMPS) may be called to the Center to assist at the discretion of the Director. The parent/guardian will immediately be notified.

The Center may require additional assessment, referrals to services and/or the development of a safety plan that can be implemented within ECDCs existing resources in order for the child to be able to return to the Center.



## CHILDREN WITH SPECIAL NEEDS

At ECDC, we are committed to meeting any special needs your child may have. We will provide your special needs child with an equal opportunity to participate in the Center's programs and services. If your child has, or if you suspect that s/he may have, any special health care, physical or emotional needs, it's important to fully discuss them with the ECDC administrators during the application and enrollment period. With your help, the Center staff will gather the information necessary for a full, individualized assessment to determine whether we can adequately meet your child's specific needs. A copy of the child's Individualized Education Plan (IEP) as well as any Birth to Three documentation must be provided.

ECDC will make all reasonable modifications in our policies and procedures to integrate children, parents and guardians with disabilities into our program unless doing so constitutes a fundamental alteration. We will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.

## OPEN COMMUNICATION

We encourage an open, respectful two-way dialogue as part of our commitment to partner with you and your family. Please let us know about any important family happenings that might impact your child's day. Staff in each program will provide you with daily updates.

Please do not hesitate to ask any questions or share any concerns you might have with the classroom staff. They will have the most direct experience and detailed information about your child on a daily basis. The ECDC Head Teachers and Director are also available to assist in resolving any of your questions and concerns. We recognize and respect that parenting styles differ, and we are happy to adjust the level of detail about your child's day to meet your needs.

Annually, the Center participates in a written survey for staff and family members that is created and distributed by the National Association for the Education of Young Children (NAEYC). We encourage you to participate in the confidential survey as another way to provide feedback on the effectiveness of our programs and services. We use the feedback from the survey to make improvements as needed. The results of the survey are shared with parents, staff, and local Town leaders.

## PARTNERSHIPS WITH FAMILIES

Children thrive when the adults in their lives love, inspire and teach them on a daily basis. This is our commitment to your family when you enroll your child with us. Thoughtful communication is one of the core values we embrace at ECDC. Our intention is to keep you up-to-date and well-informed daily. We encourage you to check the ECDC Facebook page regularly for announcements and photos. Please let us know the best ways to reach you during the day and your preference for email, text or a phone call. It's imperative that you update us on any change in contact information as it happens.

We've established some important ways make sure you stay informed, especially before the point that your child can update you him/herself. For example, you'll be accompanying your child on his/her first

preschool field trip with us. After that, you're welcome to join the field trips as a volunteer chaperone as space allows. You and your child will treasure those special field trip memories.

Staff will take the opportunity to engage you in conversation about your child at drop off and pick-up. These are two critical transitions points for you and your child each day. We ask that you give your child and the staff your full attention during the transition by securely storing your cell phone or tablet during drop off and pick-up. If you or your child experience difficulties with the transition, please allow our staff to make suggestions to the routine that will make it easier for all involved. Infant/Toddler parents are asked to complete the daily sheet available in your child's classroom to facilitate communication.

The Center has its own Facebook page where parents can see activities happening in all of the classrooms as well as on field trips. Permission/releases will be signed for photo/video releases in your application packet. Some of the classrooms are utilizing social media applications such as "DoJo" to communicate specifically with you and other members of your child's classroom.

Often, daily communication serves the Center and its family well enough. However, there are times when more formal communication is both encouraged and necessary. Parent-Staff conferences are available upon request by the parent/guardian and/or staff. Parent-Staff conferences are scheduled at regular intervals twice a year for the Infant, Toddler and Pre-School Programs.

## FAMILY INVOLVEMENT

ECDC sponsors several family-centered activities throughout the year - Special Person's Day, Breakfast with Santa, the Annual ECDC Talent Show, to name just a few. Additionally, we regularly host special events to "make and take" projects, fun "family learning workshops" in the Play Lab and several days each year when "Special Guests" come to read their favorite books aloud. You'll find these and other activities listed on the monthly calendar.

Family members are always invited to share a special snack or activity your child's classroom. We also encourage parents to join us when we're interviewing for new staff or share a special talent. Please speak with your child's teacher if you have new ideas to share or for more information on upcoming events and activities.

We welcome family members who want to become involved in our Center and activities in Town that support high quality pre-school programming. Here are a few ways other parents are currently involved:

### **Key Initiatives to Early Education (KITE):**

KITE is a group of passionate, dedicated people who come together at monthly meetings to:

- Develop the infrastructure for a thriving community to ensure all families with young children are empowered to access quality and equitable early care and educational opportunities.
- Foster communication, share expertise and connect resources among our stakeholders to support initiatives including Health, Family Engagement & Support, and Early Care & Education.

KITE serves as the Town's State mandated School Readiness Council and is supported by a variety of public and private community partners, Town residents and the Enfield Public Schools. KITE members share a vision to ensure that Enfield's children are healthy, safe and happy; live in thriving families; and are ready to learn the skills they need to succeed in school and flourish in the 21st century.

To find out more about KITE's activities, visit the KITE link on the ECDC web page, call 860-253-6502, or stop in at the KITE Office located in the Stowe Family Resource Center. Your ideas and participation are always welcomed at KITE.

### **Stowe Family Teacher Organization (FTO):**

We believe children are happier, learn more and have a better school experience when educators and families work together on their behalf. That's why the Stowe Family Teacher Organization (FTO) was created. The FTO helps plan projects and events to enrich student lives and facilitate collaboration between programs and families. Family members assist in creating, planning, volunteering or donating in a way that best fits their schedules and interests. FTO meetings are held at Stowe and online so more people can participate. All Stowe families are invited to join the FTO. For more information on the Stowe FTO, stop in the ECDC Office.

## **STAFF SCREENING AND QUALIFICATIONS**

We understand that leaving your child in the care of strangers can be scary and intimidating. Most parents consult trusted friends and family when selecting a child development setting. While we understand the value of that input, we also think that it's important for you to understand how carefully we select, train and supervise our staff so that we can provide you and your child with the highest quality of care possible.

After applicants are screened to meet the extensive education and training requirements established by the State, all ECDC staff have a background check performed as part of their interview process with the Town. The background check also includes a fingerprint screening through the Police Department as required by State regulation as well as a drug test. There are no exceptions to this requirement and no staff are allowed to start working at the Center until both components of the background check are completed.

All of the ECDC Teachers are required to have a minimum of a Bachelor's Degree in Education, Early Education, Special Education or a closely related field or 12 credits in Early Childhood. Our Teacher's Aides are required to have a minimum of an Associate's Degree in Education, Early Education or a closely related field or be working toward that goal. All of our teaching staff are required to participate in a minimum of 18 hours of professional development each year including basic safety as well as mandated reporter training through the Department of Children and Families (DCF). A comprehensive Orientation is provided to each staff and additional training is provided as the need arises.

The Head Teachers have specialized degrees and many years of experience which provides a solid base for coaching, mentoring and leading the classroom staff. The Director meets the State credentialing requirements and all national accreditation standards.

## SAFETY AND SECURITY

The Child Development Center shares space with several Board of Education programs offered at the Stowe Early Learning Center. Security cameras are installed throughout the building and each classroom has a working phone or walkie-talkie access. Administrative staff are equipped with walkie-talkies for supervision during outside time as well. If you have any special circumstances or concerns about the safety of the Center or the safety of your child, please bring them to the immediate attention of the Center's administrators.

All parents/guardians and staff entering the Stowe Early Learning Center must have a Town-issued ID badge to access and move around the building. Staff will give you additional information on how to get your ID badge. Please always wear your ID badge when in the building. Please do not let other people into the building – your child's safety may depend upon it.

If you don't have your ID badge with you, you must ring the buzzer at the Center entrance, be let in by an administrative staff member, sign-in/out at the office and wear a Visitor's badge. If you lose your badge, please report it to the office immediately so it can be deactivated. Replacement badges are available for a minimal fee. Your cooperation with this safety policy is expected and appreciated.

For ECDC families, State regulations require that you accompany your child in and out of their classroom and sign him/her in and out daily. It is prohibited to leave a minor child in your vehicle in the ECDC parking lot unattended. If you need assistance with picking up a child, please call the office ahead of time to make the appropriate arrangements. For the safety of all ECDC families and staff, do not leave your car idling in the parking lot.

To ensure your child's safety while in our care, staff are required to conduct head counts when exiting and entering a classroom or during any transitions, to keep a written attendance list with them, and to know the number of children they are responsible for supervising at all times.

Staff are well-trained in safety and security procedures established for the facility. ECDC practices evacuations, fire drills and lock-down drills on a monthly basis in conjunction with the Enfield Fire Department and the Security Officer for the Board of Education. Procedures are established for sheltering in place and for family reunification after an emergency evacuation.

Please make sure to always update your contact information, and that of those as designated to be able to pick up your child, so that we can reach you or them in the case of an emergency.

## CONFIDENTIALITY & INFORMATION SHARING

We respect and understand a family's right to privacy. To protect your privacy and your child's confidentiality, all children's files are kept in secure file cabinets. The ECDC staff are trained in our Confidentiality Policy during Orientation and are expected to abide by it at all times. Staff are also

trained in and expected to adhere to the NAEYC Code of Ethics. Copies of the Confidentiality Policy and the NAEYC Code of Ethics are available upon request.

These policies guide how we safeguard and share information about your child and family. Staff members may only discuss information about the children attending ECDC with other staff or administrators, and only for the purpose of ensuring safety and quality programming. Gossiping, imitating, mocking or demeaning a child or family member by any means will not be tolerated.

We will not and cannot release any information about your child to an outside agency without your prior written consent, unless required by the Connecticut Department of Children and Families, other regulatory entities or by State law.

## SPECIAL EVENTS AND FUNDRAISING

Over the course of the calendar year, the Center offers many special events and fundraising programs. Announcements for these are noted on our parent board, posted at the Center and are available on our Facebook page. Our most successful fundraiser and best-attended annual event is our Annual Spring Talent Show and Auction. The staff appreciates all your efforts to support our Center through volunteering your time & talents and participating in our fundraising activities. Private donations of services, goods and cash – and your fundraising ideas - are always welcomed.

## FUNDING, RATES AND FEES

The Center has a rate structure that is competitive in the local market and allows children of all income levels to experience a high-quality early care and education setting. We are a pre-pay service - meaning that your payment is due the Friday before, or the Monday of, the week child care is provided. If your payment is not received by Monday, a \$10 overdue fee will be added to your account. If your fee is delinquent for a period of two weeks, your child(ren) will not be able to attend until the account arrearage is reconciled, or at the discretion of the Director, may be suspended or dismissed from the Center.

Program fees will be discussed and determined during the enrollment process. ECDC is fortunate to participate in several State programs that can help offset the cost of care for your child. These Programs are based on State guidelines that include family size and income. Additional information will be required to determine your fee if you think you may be eligible for the State sliding fee scale, Care for Kids or the School Readiness Sliding Fee Program. Additional information on all subsidy programs are available at the Center.

You will be charged a late fee of \$1 per minute after 5:30PM. If you have not picked up your child by 6:00PM, and we cannot reach an emergency contact that you've designated to pick-up your child, ECDC administrative staff have established a protocol to call to the Enfield Police who will pick-up your child. Depending on the circumstances, the State Department of Children and Families may also be contacted. Repeated late pick-ups may be cause for dismissal from the Center.

The Child Development Center is funded by several State grants administered by the Connecticut Office of Early Childhood (OEC), the State Department of Education's (SDE) Connecticut Adult and

Child Food Program (CACFP) which provides meal reimbursement, the fees you pay and in part, by Town funds which are allocated by the Town Council when the annual budget is passed. Our weekly rates are reviewed annually and established through the Town budget process. The Enfield Department of Social Services applies for private and public grants to offset the cost of tuition at the Center whenever possible.

In the past, we have received grants from the Hartford Foundation for Public Giving, the United Way of Central and Northeastern CT, and the LEGO Community Fund US. Staff coordinate fundraising events throughout the year to offset the Town's contribution and to ensure that our weekly rates remain affordable.

## WEATHER CLOSURES

Please be aware that the Enfield Public Schools will announce a closure for the Stowe Early Learning Center when needed. This does not mean that the Child Development Center is closed. The Center follows the weather closure policy for the Town of Enfield, which mirrors the State of Connecticut weather closure policy.

On the rare occasion that ECDC closes early or is unable to open due to unsafe weather conditions, announcements will be made via email, the Center's Facebook page and the Dojo app. For early closures, staff will contact you via phone, cell phone, or email. If you have any questions about early closing, late opening or weather closure, call the Center Office at 860-763-7003. A voice recording will also be left on the Center Office line.