



---

# TOWN OF ENFIELD

## Enfield Family Resource Center (FRC) Learning through Playgroups

We are so excited to have you joining us for one of our many FRC programs! Here we will be providing you with key information for how our programs run and important policies to follow so we can have the highest quality programming possible. If you have any questions or concerns regarding any below information, please do not hesitate to get in touch with any FRC staff. We thoroughly appreciate your cooperation in advance and look forward to working with you and your family!

### A. Policies and Procedures

**Annual Fee:** To support the programming of the FRC, we have an annual membership fee of \$20 per family for Enfield residents. That annual fee provides you and your children access to Family Resource Center playgroups from September 2022 – June 2023. A \$25 non-residence fee will apply. A payment plan is available upon request. Additional fees for field trips may be determined. Fees for home day care providers will be \$25 per provider. If children under the care of these providers begin to attend programs with their parents, they will need to register as a family and pay the annual fee.

**Registration:** All parents are required to complete a registration form for themselves and/ or their child each year. This form is mandatory to enroll in any of the Family Resource Centers programs. Registration paperwork must be submitted before beginning any of the FRC programs.

**Health/Immunization Form:** The FRC must have a copy of your child's health and immunization form on file for our playgroups. This form MUST be returned before any child can participate. Forms may be faxed from the doctor's office to the FRC at 860-741-4029. According to state law, a child can be exempted from receiving a vaccine for medical conditions which are contraindicated or for religious reasons. If you need a religious exemption form, please contact us. Please be advised that state law requires that form to be notarized. There is the chance that you may be in a playgroup with a child who is not immunized. Please contact your health care provider if you have any questions about that. This form is otherwise mandatory.

**Enrollment and Wait List Policy:** Due to the high interest in our playgroups, we use the following criteria/priority to assign children to groups.

1. children that live in Enfield
2. children residing in the Henry Barnard School district (for Henry Barnard School playgroups)
3. children receiving Birth-Three or Preschool Special Education services
4. children who are not enrolled in a formal preschool program

When a playgroup reaches capacity, families will be placed on a wait list. Once a space becomes available, families on the wait list will be contacted using those same criteria

**If an enrolled family misses three playgroups without notifying us, the Family Resource Center reserves the right to give that spot to a family on the wait list.**

**Stowe Family Resource Center**  
117 Post Office Road  
Enfield, Connecticut 06082

Telephone (860) 253-6580  
Fax (860) 741-4029  
[www.enfield-ct.gov](http://www.enfield-ct.gov)



---

# TOWN OF ENFIELD

**Mandated Reporting:** All parent educators and program staff are state mandated reporters of child abuse and/or neglect. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a). All reports will be made to the Care line at 1-800-842-2288.

**Closings/Delays:** In case of inclement weather, please listen to radio stations WTIC or tune into TV channels WFSB or WVIT for school closings. You may also call the school closing hotline 860-253-5170 or check the FRC Facebook page.

**If the Governor orders non-essential state employees to not report to work, the FRC will be closed. If school is closed, delayed, or has an early release, all playgroups at Henry Barnard will be cancelled.**

**Playgroups at Stowe will meet on a case-by-case basis- please check our Facebook page or call us for information.**

**Illness:** Although mild illness is common among children and adults, we advise that any individuals that are unable to comfortably participate, due to illness, should not come to any FRC programming. Anyone displaying the following symptoms: earaches, diarrhea, vomiting, unexplained / undiagnosed rash, head lice, red eyes (pink eye), fever, contagious / infectious disease (according to time frame), cannot attend. Please note that this list covers most illnesses but is not inclusive of all reasons for exclusion. Please stay at home until you are free of symptoms for at least 24 hours. We strive to maintain a healthy environment for all attendees!

- Please do not attend if you or anyone in your household has recently tested positive with Covid-19, or has any symptoms of sickness especially:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

\*Please notify FRC staff if you or anyone in your household has had any of these symptoms or test positive for Covid-19. If someone in your household gets tested for Covid-19, please do not attend playgroup while you are waiting for test results.

**Attendance:** To get the most benefit from playgroup, please plan to attend each week. If you are unable to attend playgroup on a certain day, please contact the parent educator and let us know.

**Stowe:** Erin Grimes at (860) 253-6580 or email [egrimes@enfield.org](mailto:egrimes@enfield.org)

**Henry Barnard:** Lisa Carriere at (860) 253-4769 or email [lcarriere@enfield.org](mailto:lcarriere@enfield.org)

**Stowe Family Resource Center**  
117 Post Office Road  
Enfield, Connecticut 06082

Telephone (860) 253-6580  
Fax (860) 741-4029  
[www.enfield-ct.gov](http://www.enfield-ct.gov)



---

# TOWN OF ENFIELD

**Fire Drills:** Each FRC location will be responsible for providing you with the protocol.

**Lockdown:** Should you hear over the intercom that a Lockdown is in effect (“Attention all staff: secure the building”), please stay with your child in the FRC classroom. FRC staff will close the door and turn off the lights. At this time, parents and children should gather together and sit on the floor away from any doors or windows. Everyone will need to remain quiet. We are not allowed to answer or open our classroom door for any reason. We will also need to keep the phone lines open. They will announce over the intercom when the lockdown is over (“This concludes our Lockdown”).

**Screening:** All children who are enrolled in the Learning Through Play Groups are encouraged to be assessed using the Ages and Stages Questionnaire (ASQ). More information regarding the screening tools will be provided when appropriate.

## **Learning through Playgroup**

Welcome to our Learning through Playgroups! We are thrilled to have you attending these interactive and educational groups for children from birth to five years old! Your child will be able to explore and gain new skills! Below you will find any pertinent information for those attending.

### **A. Playgroup Sample Schedule**

- We will begin with free-choice play. **Have fun interacting with your child** as they make their play choices. We also encourage you to get to know other parents and caregivers.
- We will give advance notice to the children before it is time to clean up toys and art experiences, prior to the next activity. This way they can finish playing and prepare to put away the toys they are playing with. We encourage all playgroup participants to assist with this routine.
- Following clean-up time, there will be a snack. Before eating, we will ask you to take your child to the bathroom to wash their hands or use hand wipes. **Snack is to be eaten at the snack table only.** We also encourage the children to put their cups and napkins in the garbage when they are finished.
- Song and story time will be on the large rug. **Please encourage your child to participate by being a role model yourself. You can sit on the floor with your child, and listen, sing, dance, and have fun!!** Sometimes, children will not want to sit with the group and that is okay. We find that eventually, they do end up participating in story time.
- At the end of the hour, we will say goodbye, until next week! Be sure to check for notices, upcoming events, and relevant articles.



---

# TOWN OF ENFIELD

## **B. Guidelines**

- It is your responsibility to supervise your child at all times. **During playgroup, please refrain from using your cell phone unless it is an emergency.** These groups are intended for you to enjoy and learn together.
- If you take photos of your child at playgroup to post on social media, please be considerate of other families who may not want their child photographed. Please check with other parents before posting a photo that includes another child in it.

**Activities and programs offered through the Enfield Family Resource Center are funded by the Town of Enfield, State Department of Education, the LEGO Community Fund U.S., and through private donations.**

-----

I have read and understand the Family Resource Center guidelines:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Revised September 2022