



**Guilford Center for Children, Inc.**

280 SOUTH UNION STREET

GUILFORD, CT 06437

(203) 453-0045

<http://guilfordcenterforchildren.com>

**2022-2023**

## **Parent Handbook**



Guilford Before & After School Care Program  
Parent Handbook  
2022-2023

**A program of the Guilford Center for Children, Inc.**  
licensed by the State of Connecticut  
Office of Early Education Licensing Program.



**GUILFORD CENTER FOR CHILDREN, INC.**  
**Before & After School Care Program**  
**2022-2023 School Year Fees**

**Annual registration fee**

<b>One Child:</b>	\$50.00
<b>Family</b> (2 children or more):	\$65.00

**SCHEDULED DAYS**

PER DAY FEES for those who attend the before or after care program the same scheduled days weekly.

**Before School Care**  
(7:00AM-9:00PM)

First Child:	\$17.00
Additional Children:	\$14.00

**After School Care**  
(3:25PM-6:00PM)

First Child:	\$20.00
Additional Children:	\$16.00

**Both Programs (Before & After)**  
Monday-Friday

First Child:	\$31/day (\$155 per week)
Additional Children:	\$29/day (\$145 per week)

**UNSCHEDULED DAYS**

PER DAY FEES for those who need to attend the before or after care program on an "as needed" basis.

**Before School Care**  
(7:00AM-9:00AM)

First Child:	\$19.00
Additional Children:	\$17.00

**After School Care**  
(3:25PM-6:00PM)

First Child:	\$22.00
Additional Children:	\$18.00

**\*\*TUITION ASSISTANCE is available for income eligible families. \*\***  
**Please Contact us for more information.**

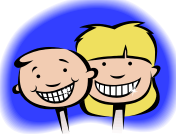
### ADDRESSING CONCERNS

We want your child's time with us to be an exciting and positive experience. However, if you have concerns, please take the following steps, in sequence:

1. Discuss your concerns with the appropriate staff person.
2. Discuss your concerns with the Director.
3. Discuss your concerns with the Board of Directors.
4. Discuss your concerns with the Office of Early Childhood  
1-800-282-6063 OR 1-860-500-4450

We hope this handbook will answer your questions about our child care services. Please know that we welcome any questions or comments you may have. We are so happy that you have decided to join our Before and After School Care family and know that you will be pleased with the quality of care.

Here's to another wonderful year!



Thank you for choosing the  
GCC Before & After School Care Program.

Applications, Forms for early dismissals days, Reminders, Flyers, Calendars and Newsletters are always on our website to be downloaded.

<http://guilfordcenterforchildren.com>



Welcome to the Guilford Before and After School Care Program. Our program provides supervision for children in kindergarten through age 12. We are a program of the Guilford Center for Children, Inc., a non-profit organization. The program is state licensed and is administered by a volunteer Board of Directors and a Program Director.

The mission of the Guilford Before and After School Care Program is to provide a safe, nurturing, inclusive and developmentally appropriate environment for young children who need out-of-home care during the day.

Children in our care are provided with a variety of activities designed to stimulate growth in all areas of development. These activities include recreation and games, arts and crafts, science activities, and help with homework.

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, or ethnic background.

The staff of the Guilford Before and After School Care Program is excited about working together toward a worthwhile experience for you and your child.



<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Activity Calendars	7
Addressing Concerns	10
Arrivals and Departures	4
Authorized Pick-Up Lists	4
Behavior Management	8
Board of Directors	8
Clothing	6
Contact Information	9
Delayed Opening	2
Early Dismissal	2
(Scheduled: Guilford Public Schools Calendar)	
Early Dismissal	2
(Unscheduled: Emergency/Weather Related)	
Eligibility	1
Emergency Medical Procedures	6
Enrollment Requirements	1
Fee Schedule	11
Fire Drills	6
Health	5
Holidays	2
Hours of Operation	2
Late Pick-Up Policy	4
Mandated Reporters	8
Meals/Snacks	7
Medication	6
Notification of School	3
Outside Hours Child Care	8
Program Locations	9
Quiet Time	7
Reduced Fees	4
School Hours	1
Snow Days	2
Termination of Enrollment	1
Terms of Enrollment	1
Toys	7
Transportation	3
Unscheduled Days	3

## **CONTACT INFORMATION**

Program Director, Jessica Catlin  
 GCC Before & After School Care Program  
 280 South Union Street Guilford, CT 06437  
 (203) 453-0045  
 Guilfordbasc@gmail.com

Our program's main office is located at Calvin Leete School.

## **Our Program Locations:**

Before & After School Care at  
**Calvin Leete Elementary School**  
 280 South Union Street Guilford, CT 06437  
 (203) 453-0045

Before & After School Care at  
**A W Cox Elementary School**  
 143 Three Mile Course Guilford, CT 06437  
 (203) 458-3746

Before & After School Care at  
**Guilford Lakes Elementary School**  
 40 Maupas Road Guilford, CT 06437  
 (203) 458-3629

### **BEHAVIOR MANAGEMENT**

If a child experiences difficulty, we will remind him or her of the expected behavior and the consequences of misbehavior and redirect him or her as needed. If misbehavior continues the child may be removed from the activity for a short period of time. If it becomes necessary to remove the child from the group, staff or the Program Director will continue to supervise him or her. Depending upon the behavior, the child may lose the privilege of participating in the activity or use of materials the following day. Parents will be notified in situations requiring individual behavior management strategies and when misbehaviors persist despite our efforts. Any child who is chronically verbally or physically abusive to others and does not respond to behavior management will be dismissed from the program upon discretion of the Program Director.

### **OUTSIDE CHILD CARE HOURS**

Families that choose to have employees of GCC provide childcare outside of our facilities and offered programs do so with the understanding that the Guilford Center for Children, Inc. does not endorse nor will be responsible or liable for such care provided by its staff members. All such arrangements are contracts between the parents/guardians and the caregivers. Parents may not include staff members on their authorized pick-up list.

### **MANDATED REPORTERS**

All licensed Day Care Workers are Mandated Reporters to the Department of Children and Family (DCF). Therefore, we are required to contact DCF with any concerns regarding abuse or neglect.

### **BOARD OF DIRECTORS**

The Guilford Before and After School Care Program, in conjunction with the Early Education Center, is governed by a volunteer Board of Directors, which welcomes and encourages parents participation. The Program Director can provide you with a current Board Membership List, as well as information about attending Board meetings and/or becoming a Board member.

### **ELIGIBILITY**

A child may be registered for enrollment in the program at any time. Children must be in grades kindergarten through age 12 to be eligible for enrollment. Guilford residents are given first priority for child care.

### **ENROLLMENT REQUIREMENTS**

Parents must complete and submit to the Program Director an **annual** application form for each child with a nonrefundable registration fee of \$50/child or \$65/family. The following documents must also be completed and on file prior to your child's first day of attendance in the program:

1. Parent-Provider Contract (included as Page 4 of Application for Child Care), and
2. Current physical exam with proof of immunizations.

**\*\*Applications, Forms for early dismissals days, Reminders, Flyers, Calendars and Newsletters are always on our website to be downloaded.\*\*** <http://guilfordcenterforchildren.com>

Applications must be kept current. Parents must provide new information to the Program Director regarding information changes such as: emergency contact persons, parent's employer, all contact phone numbers and email addresses.

### **TERMS OF ENROLLMENT**

Children may enroll from one to five days per week or on an "Unscheduled" (occasional/drop in) basis depending on your child care needs and our availability. Changes in child care schedules must be reported to the Program Director. We request that parents of those children enrolled on an occasional/drop in basis contact the Program Director prior to the child's attendance.

### **TERMINATION OF ENROLLMENT**

Parents wishing to withdraw their child from the program must provide a statement in writing to the Program Director, at least two weeks prior to the discontinuation of services. You are also responsible for payment for these 2 weeks prior to the last day of their attendance as agreed in your Parent-Provider Contract.

### **SCHOOL HOURS**

Elementary School  
Baldwin Middle School

9:05 AM—3:30 PM  
8:00 AM—2:50 PM



### **HOURS OF OPERATION**

Our program opens on the first day of school and closes on the last day of school. Child care is provided Monday through Friday (except as noted in the HOLIDAYS section of this handbook) at A W Cox, Calvin Leete and Guilford Lakes Elementary schools.

BEFORE SCHOOL CARE	7:00 AM—9:05 AM
AFTER SCHOOL CARE	3:30 PM—6:00 PM

### **EARLY DISMISSAL: (SCHEDULED: GUILFORD PUBLIC SCHOOLS CALENDAR)**

On early dismissal days due to Parent Conferences (12:05 PM dismissal) or Professional Development (1:52 PM dismissal) our program remains open until 6:00 PM.

*\*Please note:* You are always sent a form in advance via email to be completed informing us of whether or not your child will attend our program on a scheduled early dismissal day.

### **EARLY DISMISSAL: (UNSCHEDULED: EMERGENCY/WEATHER RELATED)**

In case of inclement weather, Please keep an eye on your email as well as our Facebook page for immediate updates. Our program remains open until 4:00 PM unless we have other instructions from the Central Office of Guilford Public Schools. Families will be notified as soon as we are informed of an early dismissal and our closing times.

### **DELAYED OPENING**

When school is delayed due to weather, our program also will have a delayed opening. In the event of a 2 hour delay, Before Care will open at 8:30 AM. If there is a 3 hour delay, Before care will open at 9:30 AM. Please keep an eye on your emails as well as our Facebook page for updates.



### **SNOW/STORM DAYS**

If Guilford Public Schools are closed, we are also closed. You do not pay for snow and storm days as we will make up these days at the end of the school year.



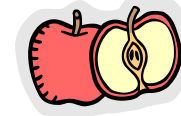
### **HOLIDAYS**

We follow the Guilford Public Schools calendar for holidays, recesses and professional days. You do not pay for scheduled days when school is not in session..

### **MEALS/SNACKS**

The Before and After School Care Program does not provide breakfast or lunch. Breakfast is available through Guilford Food Service during Before School Care at 8:00AM.

Afternoon snacks are not currently provided. Please pack a snack for your child for after care. Water fountains are available to fill water bottles.

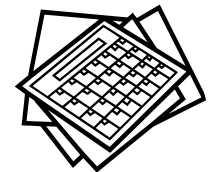


### **TOYS**

Toys from home should remain at home. We provide a variety of games and activities at all of our programs.

### **CRAFT & ACTIVITY CALENDARS**

We have a very talented staff who develops monthly calendars of Crafts and activities. A special craft or activity is planned for each day or over the course of several days. We play games, hold talent shows, master obstacles courses and relays, have baby photo contests, and much more. Calendars are posted on our website and at each individual site, copies for families are also left by sign in/out sheets. Homework time is available if necessary. We welcome ideas from children and families!



### **QUIET TIME**

For children who prefer a more relaxed, private time for reading or just resting, we provide a "quiet area".

### **MEDICATION**

Only staff members who are trained and authorized may administer medications with the proper documentation from your child's physician on the approved forms. Medications may also be administered by parents or by responsible adults who have permission from the parents. If you have indicated on your child's application allergies or the use of an inhaler, Epi-pen, etc. please clarify the use or administration of medication with the Director. All medications, authorization forms, etc. must be brought to the main office at Calvin Leete before your child attends. When record keeping is completed, they will be available at your child's individual site.

### **EMERGENCY MEDICAL PROCEDURES**

Unless otherwise specified by families, our staff will evaluate simple injuries and apply the necessary first aid. When acute medical problems occur, the staff will make every effort to contact the family. If the family cannot be reached, staff will contact the program's physician or dentist unless families request that their child's physician or dentist be called. If a serious accident or illness occurs, the staff will authorize emergency treatment at the doctor's office or hospital designated on the application. If you have any special requests or concerns, please notify the Program Director.

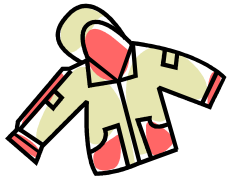
### **FIRE DRILLS**

We practice fire drills during the Before & After Care Programs. Children are escorted to designated areas and attendance is taken to insure that all are present.

### **CLOTHING**

Due to the time spent outdoors and in the gym, children need to wear comfortable clothes and rubber-soled shoes each day. Flip flops, clogs boots, or crocs may not be worn for physical activities. If your child has a special day planned which requires "dressy" attire, you may want to send an extra set of casual clothes for Before and After School

activities. Please make sure your child has appropriate outerwear each day. Keep in mind that the playground tends to get colder in the late afternoon.



### **TRANSPORTATION**

Parents are responsible for transporting their children to Before School at A.W. Cox, Calvin Leete or Guilford Lakes. Also, parents are responsible for picking up their child at the end of each After School Care session.



### **NOTIFICATION OF SCHOOL**

Parents are also responsible for notifying their child's school that the child will attend the program. To insure your child's safety at all times, we ask that you notify the Before and After School Care staff of any schedule changes. Be assured that we are in close contact with the schools and transit company with regard to the whereabouts of the children in our care. Please help us keep your child safe by informing EVERYONE of schedule changes.



### **WEEKLY FEES**

Fees are due at the beginning of the week during which care is provided unless other arrangements have been made with the Director. If payment is not made by the end of the second week, your child will not be allowed to attend until the account is paid in full. Bills are sent out by request or if your account is overdue. A \$10.00 late fee will be charged on overdue bills. A \$25.00 fee is assessed for returned checks. You are expected to pay for all days contracted for (scheduled on your child's original application) regardless of whether or not your child attends. If your child is ill, you will still be charged for scheduled days. Fee reduction may be possible in cases of extended illness. Please notify us when your child will not attend Before or After School Care. Also, half-week's tuition is required to hold your child's place during a family vacation.

### **UNSCHEDULED DAYS**

If you register your child for unscheduled days please be sure to give notice to the BASC staff that your child will be attending. There will be a drop-in fee of \$19 for Before School Care or \$22 for After School Care.



### REDUCED FEES

Our program offers a sliding scale for families in financial need. Families requesting reduced fees must submit verification of ALL sources of income and meet with the Program Director to determine eligibility.

### LATE PICK-UP POLICY

It is our policy to keep a record of late pick-ups for each child for the period of each year (September- August). This will include both school year and summer programs. The first two late pick-ups of five minutes or less will be forgiven. Each family will be allowed two late pick-ups per year at the rate of \$10 for every fifteen minutes or part thereof. Any subsequent late pick-ups in the same year will be billed at the rate of \$25 for every fifteen minutes or part thereof. Repeated late pick-ups at this level may jeopardize the child's enrollment in the program. All parents or authorized persons will sign a late pick-up at the time of pick-up. The cafeteria clock will be used to determine the time. Late pick-up charges must be paid within one week of being billed or the child's continued attendance may be placed in jeopardy.

### ARRIVALS AND DEPARTURES

For your child's safety and our attendance records, you must sign your child IN (**not before 7 AM**) at Before School Care and OUT at After School Care each day. Children may not sign in or out. Please make sure that a staff person sees your child arrive and leave.

### AUTHORIZED PICK UP LIST

When you apply for child care, you will be asked to complete and sign an Authorized Pick-Up List, naming those people to whom we may release your child. If you want your child to leave with someone not on the list, you will have to send us written permission. Our policy does not allow us to release your child to anyone not on the Pick-up List. Phone requests will be honored ONLY if the person sent to pick-up your child is already on your list. Please update this list as needed throughout the school year.

### HEALTH

The Office of Early Education mandates that each child attending our program have a physical examination in grades Kindergarten and Third. We must have a copy of this exam before your child can attend and it must be updated at the appropriate grade level. We will remind you of the need of a current physical when you register. Continued enrollment is contingent upon keeping health record current.

If your child becomes ill, we will ask that you pick him or her up from the program as soon as possible. In the event that you cannot be reached, we will contact someone on your Authorized Pick-Up List. Depending on the symptoms, it may be necessary to isolate your child from the others. Please keep your child home if he/she has a fever, not feeling well or has other symptoms such as severe coughing or yellow discharge from the nose or eyes.

We will follow these guidelines for common childhood illnesses:

#### Covid-19:

Please follow local Health Department and GPS guidelines

#### Diarrhea/Vomiting:

Will be sent home immediately after two unexplained episodes; must be kept home until 12 hours after last episode.

#### Conjunctivitis:

Children with allergic conjunctivitis are allowed to attend; those with bacterial or viral conjunctivitis may return 24 hours after the first dose of medication or when the eyes are clear.

#### Herpes:

Must remain home until all lesions have healed.

#### Impetigo:

Must remain home until 48 hours after the first dose of medication and when lesions are dry.

#### Chicken Pox:

Must remain home until all lesions have scabbed over.

#### Ear Infection:

Must remain home until all excessive cold symptoms and fever have subsided.

#### Head Lice:

Must remain home until medicated shampoo has been administered and all nits have been removed.

#### Ringworm:

Must remain home until lesions have been treated and bandaged.

#### Scabies:

Must remain home until 24 hours after treatment.

#### Fever:

Must remain home fever-free (below 101°F) without medication for 24 hours.

#### Strep:

Must remain home for 24 hours after the first dose of medication.

If you have questions, please feel free to call us or the school nurse.

