



**SUMMER PROGRAM
PARENT HANDBOOK
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SONCCA

2022 SUMMER PROGRAM PARENT HANDBOOK

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SONCCA E.I.N. # (Tax I.D. Number): 06-1155484

These handbook policies do not constitute a contract, and SONCCA reserves the right to modify or eliminate any of the existing policies at any time, with or without notice.

SONCCA

2022 SUMMER PROGRAM PARENT HANDBOOK

SONCCA (Seymour-Oxford Nursery & Child Care Association, Inc.) was organized in 1985 to provide affordable, before- and after-school care for children of school age living in Seymour and Oxford while their parent(s) are working or participating in an established training program. SONCCA has also provided a full day Summer Program for the past sixteen years.

SONCCA's state licensed summer program is located at Seymour Middle School in Seymour. Our summer program hours of operation are from 7:00 a.m. until 6:00 p.m. from June 27th, 2022 until August 12th, 2022. The program serves children in grades K – 8.

Breakfast and two snacks will be provided daily.

SONCCA is governed by a volunteer Board of Directors. Parents are invited to apply for membership on the Board. SONCCA is supported by parent fees, grant funds, and private contributions. Tax deductible contributions may be made to SONCCA through the United Way donor option plan or by direct contribution. To maintain high quality but keep parent fees low, the Association is also involved in fundraising activities. Parents are encouraged to be involved by assisting with fund raising events and participating on the Board Committees.

Any concerns, questions or suggestions may be discussed with the Executive Director, Administrative Assistant or Bookkeeper. If the staff is unavailable, please leave a message on the answering machine. Your call will be returned as soon as possible. You may also write to SONCCA, Inc., 256 Bank Street, Seymour, CT, 06483, in care of the Executive Director, Bookkeeper, or Chairman of the Board of Directors.

TELEPHONE NUMBERS

SONCCA - Seymour Middle School	203-888-4513 x 1253
SONCCA - Administrative Office	203-888-1655

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RULES OF CONDUCT AT SONCCA CENTERS

Guidelines are established and followed to ensure the safety of each child and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility; therefore:

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used.
3. School and SONCCA property is treated with respect.
4. All persons shall follow safety rules and/or directions from the staff.
5. A peaceful atmosphere will be maintained.
6. Smoking is prohibited in all SONCCA Centers and in any area where children are present.
7. Bullying and discrimination will not be tolerated.

Rules will be discussed with the children, allowing them to have a voice in implementation of the rules, which will then be posted. Children will be involved in daily planning to provide them with opportunities to be creatively involved in areas of their interest. Group size will be monitored. Individual children will receive guidance to redirect behavior. The handling of any situation depends on the developmental level of the child and the specifics of the incident.

In order to protect the well-being of the children in the program, the Site Supervisor and Executive Director are authorized to suspend anyone who fails to follow the Rules of Conduct or endangers any of the children in any way. If any child or family member is unable to function cooperatively within the framework of the program, SONCCA reserves the right to terminate the child's enrollment.

Parents will discuss SONCCA's behavior policies with a SONCCA staff person and sign a form to that effect.

PROCEDURES FOR DEALING WITH MISCONDUCT

1. Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.
2. Individuals will be asked to change behavior that is inappropriate, disruptive or unsafe.
3. Staff will make every effort to redirect the child's behavior. To accomplish this, the child may be asked to take a break away from the group for a short period of time, not to exceed five minutes. The child will then have an opportunity to regain control and discuss the problem with a staff member. If none of the above measures are effective, a parent will be called and asked to remove the child from the program for the remainder of the day.
4. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained.
5. Parents will be asked for their support in changing their child's behavior. Continued inappropriate, unchanged behavior may result in suspension or dismissal from the program. Usually parents will receive a written, thirty-day notice of the pending dismissal of their child. Depending on circumstances, parents may be given less than a thirty-day written notice of their child's pending dismissal.
6. Parents should feel free to consult with the Site Supervisor or the Executive Director regarding their child's conduct. If necessary, they may also bring the matter to the attention of the Board of Directors for consultation.

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7. All violations will be properly documented in the form of a written incident report (See Attachment: Exhibit B). The written incident report will be reviewed with the parent/guardian and documented in SONCCA files. Confidentiality will be maintained at all times.

GENERAL OPERATIONAL POLICIES**ENROLLMENT ELIGIBILITY:**

Enrollment is open to any child ages 5 and over who is currently enrolled in school grades Kindergarten through 8th grade provided the program is able to meet the needs of the child and the child can interact appropriately in a group setting. Enrollment shall be granted without discrimination with regard to gender, race, color or creed.

Parents will be asked to complete several state-required enrollment forms before their child can participate in the program. These forms remain at the center and contain emergency information, permission agreements and release authorizations. Parents are also required to provide a copy of their child's most recent health record at the time of registration. **Children will not be allowed to attend SONCCA without a health record on file.** A copy of the health record can be obtained from your health care provider or from the school nurse.

REGISTRATION PROCESS:

The registration process is as follows:

- Registration will be open to everyone beginning April 06, 2022
- A minimum of two weeks' registration is required.
- Registration may either be mailed or dropped off to SONCCA at 256 Bank Street in Seymour.
- Only complete registration packets will be processed. It is important that parents carefully read and complete the enrollment packet.
- A registration fee of \$25.00/child and a deposit of \$50 per week is due at the time of registration.
- Registrations will not be processed for anyone with an outstanding balance (including overdue late fees).
- Registrations will be processed on a first-come, first-served basis according to the above schedule.

CHILD CUSTODY POLICY:

In the event of a divorce or parental separation, SONCCA should be provided with a copy of a divorce decree or other similar court order awarding custody or physical possession. In the event a divorce is recent and the court document is forthcoming, a letter from the custodial parent's attorney indicating the court's decision will be accepted in the interim. However, a copy of the court document must be provided as soon as it is received. Parents who cannot provide this documentation must understand that SONCCA is legally obligated to release the child according to the dictates of the parent(s) who signed the registration form.

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ENROLLMENT STATUS CHANGES:

Any changes in your child's enrollment status must be documented on a Participant Information Change Form (See Attachment: Exhibit D) and submitted to the Administrative Office for processing. Changes in enrollment status include, but are not limited to:

- Change of Address
- Change of Work or Home Telephone Number
- Change in Emergency Contact
- Emergency Contact Change of Address or Phone Number
- Change in Needed Days/Times of Care
- Change in Vacation Week.

Additional Participant Information Change Forms may be obtained from the program, website or Administrative Office. It is imperative that all participant information is updated as necessary.

HEALTH INFORMATION REQUIREMENTS & PROCEDURES:

You will be asked to provide certain medical information concerning your child, including any special health problems such as allergies or requirements for prescription medication. For those children requiring the administration of medication during the hours of enrollment, our policy allows that medication may be administered to a child by a trained staffperson with written order of an authorized prescriber and the written permission of the child's parent/legal guardian on file at the site. These Medications include oral, topical, inhalant or injectable medications. To administer medications, SONCCA requires the following: a current, completed Administration of Medication Authorization Form; the medication in its original prescription, child-resistant container stating child's name, physician's name, dosage, date and time medication is to be started and ended and the physician's directions for dispensing; if more than one medication is provided, a written action plan from the physician explaining medication priority; the medication handed directly to the Site Supervisor to be stored in a locked medications storage box either in the refrigerator or locked storage area inaccessible to children; and medications signed into the medication book by parents. Parents are responsible for updating the authorization form and providing unexpired medications. All unused medication will be returned to the parent or destroyed if it is not picked up within one week following the termination of the order.

SONCCA reserves the right to refuse to administer medication for which staff has not been trained or which can be administered outside program time. If a parent does not provide the medication for a child whose physical form states that s/he takes a specific medication, SONCCA needs a signed statement from that parent stating that fact.

If your child becomes ill during the program, we will telephone you so that you can make arrangements for the child to be picked up. If your child is injured, you will be notified immediately, and emergency medical personnel will be contacted, if necessary. First aid will be administered by our first aid certified staff. Parents are expected to carry insurance for their children. SONCCA does not carry "medical payments for children" insurance. All accidents will be appropriately documented on an Accident Report. (See Attachment: Exhibit A).

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Your child should not attend the program if he or she has:

- a fever over 100 degrees;
- a skin or eye infection (pink eye, impetigo, etc.) that could be transmitted to another person;
- diarrhea 2 times in two hours;
- vomiting;
- excessive or prolonged lethargy.

You are requested to notify SONCCA Staff in the event your child will be absent from the program. Please call the program location first. If no one is available, please call the office. The office and the program have answering machines or voicemail.

If your child contracts a communicable disease, we ask that you notify the center as soon as possible so that the other parents can be advised of the situation. Your child's identity will be kept confidential.

SNACKS:

A nutritious breakfast will be provided daily and a snack will be provided in each "half day" session. A copy of the menu will be provided to you no later than two weeks in advance of the program. The menu will also be posted on the program bulletin board. Breakfast may consist of bagels, bread, cereal, fruit and 100% juice or milk. The snack may consist of a beverage of 100% juice or milk and a food item, including but not limited to: crackers, yogurt, cheese, fruit, raw vegetables, gelatin and pudding. Jugs of ice water will always be on hand, particularly during outdoor activities.

Individual religious and physical dietary needs/restrictions are respected and nutritious substitutions are provided. Please notify the program of any food allergies. Alternative snacks are made available. Special needs are explained matter-of-factly to the children. Sugar, salt and fat content are monitored. High calorie sweets such as candy, cake, brownies, soda, etc., are served only on special occasions.

LUNCH:

Parents must supply a brown bag lunch unless noted on the Activity Calendar. Lunches should include a beverage. Please note that beverages should be stored in a thermos. Glass containers are not allowed. SONCCA respectfully requests that all foods brought from home comply with the State License recommended guidelines (note suggestions above).

WET “N” WILD DAYS:

Wet “n” Wild Days will be provided weekly. Activity calendars will be provided at the start of camp.

Parents are expected to ensure that their child(ren) arrive prepared for swim days. Children should have an appropriate bathing suit, sneakers and/or water shoes, a towel and a plastic bag to store wet clothing items.

FIELD TRIPS:

A Field Trip and Transportation Permission Form will be provided for each outing, in the registration packet and must be completed to authorize a child to participate in any and all trips.

Every child will receive a SONCCA Summer Program t-shirt at the beginning of the program. Children will be expected to wear their t-shirts on all outings. Children will not be permitted to attend field trips without their t-shirt.

Depending on the times of a field trip, half day children (8:00 – 1:00 or 1:00 to 6:00) may pay to attend the trip or choose not to attend SONCCA on that field trip day.
No staff will be available at S O N C C A - Seymour Middle School during any field trips.

SIGN IN & SIGN OUT POLICY:

Due to Covid-19, an e-mail update will be sent out prior to the start of the Summer Program regarding drop-off and pick-up procedure.

The only individuals permitted to sign the child out are the full-time legal guardians and those listed on the current child-release authorization form. **Due to State regulations, there can be NO exceptions to this policy!** We cannot accept telephone or fax instructions adding additional pick-up persons. Authorizing additional persons must be completed in person by writing the name(s) on the child’s registration form and dating and initialing the change. It is the responsibility of the parents to alert staff members of custody issues that may affect child release authorizations.

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ABSENTEE POLICY:

Please note that you are encouraged to notify the SONCCA staff if your child will be absent from the program. Please call the site first. If no one is available, please contact the office. The administrative office and site have answering machines, or voicemail, so that you may leave a message.

BUS TRANSPORTATION:

Bus transportation will be provided by licensed carriers to and from the program during scheduled recreational facilities for planned trips. Transportation Permission Forms are required for each such activity.

Three incidents of misconduct on the bus can result in suspension or dismissal from the program. Parents will be advised of each incident in writing and will be issued a 15-day written notice of their child's removal from the program should dismissal become necessary. Parents may be given less than a 15-day notice of dismissal depending on the severity of the circumstances.

LATE CHILD PICK-UP POLICY:

Two staff members are required to remain at the site until all children have been picked up. It is the parent's responsibility to notify the site if he/she anticipates being delayed in picking up a child or if an emergency arises. Alternate pick-up arrangements should be made to avoid the assessment of the late pick-up fees. SONCCA will impose a late pick-up fee of \$20.00 per fifteen-minute period per family on any parent who picks up their child(ren) after the enrolled block of time. This late charge will be billed on a weekly basis.

Three late pick-ups can be cause for dismissal from the program. If the staff does not hear from you by 6:15 PM, the designated relatives or friends listed on your forms will be contacted to pick up your child. If no one can be reached, the Staff will contact the Executive Director who will notify the appropriate state agency – DCF (1-800-842-2288) and the Seymour Police Dept. (888-2525). These agencies can provide safe, temporary care for your child in the event you have not contacted the center and no authorized person could be reached.

EMERGENCY CLOSINGS:

Should SONCCA need to close the program early due to an emergency situation, every parent will be notified and will be expected to pick up their child(ren) immediately.

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PARENT PARTICIPATION:

Parents are always welcome to visit when the intent is to view the program. Removing the child from the group to visit one on one with your child for any length of time or on a regular basis is discouraged.

SONCCA is always looking for new ideas and program suggestions. Do you have, or know something that will enrich the program? Are you able to sing, dance, play an instrument, new game, etc? If so, would you be willing to share your talent with us?

PARENT REMINDERS:

It is the responsibility of the parent to let us know when:

- Your child is going to be absent;
- You will be delayed in picking up your child;
- You need to change the hours you requested;
- You have a change of address or phone number at home or work;
- Your emergency contacts have a change of address or phone number;
- Something is happening at home that may be affecting your child;
- Your child contracts a communicable disease;
- You don't understand a procedure, a communication, a request, etc.;
- You are pleased or have a comment about the program.

PARENT FEEDBACK:

Your feedback on all aspects of our program helps us maintain and improve the quality of the services offered. Please share your thoughts and feelings with the staff at your child's site. A Parent Questionnaire will be distributed upon commencement of the program for your written feedback.

In the event that you have a complaint or concern regarding the SONCCA program or its policies, please attempt to solve the problem directly with the site supervisor (see attachment: Exhibit C). If the situation remains unresolved, you may contact the Executive Director. If the situation continues or cannot be resolved through these individuals, you may send a written statement to the Chairman of the Board of Directors, c/o SONCCA, Inc., 256 Bank Street, Seymour, Connecticut, 06483. Your written report should explain the situation, specify the efforts made to correct the situation, and provide an update of the status of the problem.

Finally, if all of the above efforts have not resolved the situation, you may send a written report to your site's licensing agent with the State Department of Public Health. Please direct your correspondence to:

Department of Public Health-Day Care
410 Capitol Avenue MS#12 DAC
P.O. Box 340308
Hartford, CT 06134-0308
1-800-282-6063

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WITHDRAWAL FROM PROGRAM POLICY:

1. Withdrawals may be granted after a review of special circumstances. Written requests should be sent to the Executive Director at the SONCCA Administrative Office.
2. Please be advised that SONCCA will provide you with a written notice of dismissal for any of the following reasons:
 1. Your child's failure to follow the rules listed on page 2 of this Handbook;
 2. Your child's inability to interact successfully and safely in this group setting;
 3. Lack of cooperation by parents;
 4. Delinquency in payment of fees.

TUITION AND FEE POLICIES:

A registration fee of \$25.00 per child and a tuition deposit of \$50.00 per week are required to reserve a space for your child. The registration fee is paid only once during the summer program period and is refundable if space is unavailable. Neither the registration fee nor the tuition deposit fee's are refundable in case of withdrawal. There is no probationary enrollment.

Tuition fees are payable in advance, not after service is rendered. The following options are available for the payment of tuition fees:

- A \$50 non-refundable deposit for each week your child is enrolled at the time of registration with the balance to be paid in full for Weeks 1, 2, 3, and 4 by June 10th and Weeks 5, 6, and 7, by July 15th.
- Full tuition for Weeks 1 through 4 paid at the time of registration.
- Full tuition for Weeks 5 through 7 paid at the time of registration.
- Check/Money Order payments only will receive a \$7.00 discount for full time and a \$3.00 discount for part time care services weekly.

The registration and tuition fees are payable by Tuition Express or Check/Money order made out to:

SONCCA Inc., 256 Bank Street, Seymour, CT, 06483

The full-time fees include breakfast, two snacks per day, all field trips, and all scheduled Wet "n" Wild activities. The part-time fees include only those activities which are scheduled during the time the child is enrolled.

When a family enrolls two or more children full time, tuition is discounted for each child enrolled after the first child. If the number of sessions is not the same for each child, the child with the most sessions is considered to be the first child.

Fees are to be paid according to the aforementioned fee schedule. Children will only be permitted to attend the program if all fees have been paid in advance.

If your child has an **illness or injury lasting five or more consecutive program days**, you may request **tuition credit** by notifying the Executive Director in writing. A physician's report stating the nature of the illness and the return to summer program date must be provided.

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SONCCA will impose a **late pick-up fee of \$20.00 per 15-minute period per family** on any parent who picks up their child(ren) after the **enrolled block of time**. This late charge will be billed to you on a weekly basis. Payment for late fees must be made within five days of receipt of invoice. Three late pick-ups can be cause for dismissal from the program.

A **\$25.00 fee** will be charged for each check returned by the bank for any reason. The check plus the fee must be redeemed by cashier's check or money order within 3 business days after the date the check is returned. A **\$25.00 fee** will be charged for delinquent tuition remittance.

A \$25 late fee will be charged for any late payments.

SONCCA SUMMER PROGRAM: SEYMOUR MIDDLE ACCIDENT REPORT: CHILD

Description

Date of Accident: _____ Time: _____ AM
PM

Name of Injured: _____

Detailed Description of Accident (Location of Incident, Origin & Cause, Contributing Factors):

Detailed Description of Injury:

Accident Management

First Aid Required: _____ Yes _____ No First Aid Provided: _____ Yes _____ No

Detailed Description of First Aid Provided:

Were Protective Gloves Worn? _____ Yes _____ No

Witnessed by: _____

Was employee exposed to blood or other potentially infectious material? _____ Yes _____ No

If Yes, Print Name(s) of Employees: _____

Did Child Continue Activities? _____ Yes _____ No

Was the Child Transported? _____ Yes _____ No

If yes, where?: _____ Home _____ Hospital/Clinic _____ Physician's Office

Physician's Name: _____ Address: _____

Parent/Guardian Notification

When & Where: _____ Date: _____ Time: _____ AM
PM

Parent/Guardian Signature: _____ Date: _____

Report Submitted By: Employee Name: _____

Position: _____ Date: _____

**SONCCA SUMMER PROGRAM: SEYMOUR MIDDLE SCHOOL
INCIDENT REPORT: CHILD**

Description

Name of Child: _____

Date of Incident: _____ Time: _____ AM
PM

Detailed Description of Incident (Location of Incident, Origin & Cause, Contributing Factors):

Detailed Description of Disposition:

Incident Management

Detailed Description of Action Taken:

Parent/Guardian Notification

Date of Report: _____

Report Submitted By: Employee Name: _____

Position: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Program Liaison's Signature: _____ Date: _____

**SONCCA SUMMER
PARENT CONCERN REPORT**

Description

Name of Parent: _____

Name of Child: _____ Group: _____

Date of Incident: _____ Time: _____ AM
PM

Detailed Description of Incident:

Names of Employees Involved:

Incident Management

Detailed Description of Action Taken:

Parent's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Exhibit C

Parents should complete the top portion of this form, sign and submit to site supervisor.

Site Supervisor will complete lower portion of form and file as required.

1 Copy to SONCCA Office • 1 Copy in Employee's File • 1 Copy in Child's File

2022 Summer Program Participant Information Change Form

Child's Name: _____

Old Schedule: _____ Full Time (4-5 days) _____ Part Time (1-3 days)

_____ Week: _____

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

- | | |
|--------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Schedule I: 8:00 a.m. – 1:00 p.m. | <input type="checkbox"/> Schedule II: 1:00 p.m. – 6:00 p.m. |
| <input type="checkbox"/> Schedule III: 8:00 a.m. – 6:00 p.m. | <input type="checkbox"/> AM Coverage 7:00 a.m. – 8:00 a.m. |

New Schedule: _____ Full Time (4-5 days) _____ Part Time (1-3 days)

_____ Week: _____

- | | |
|--------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Schedule I: 8:00 a.m. – 1:00 p.m. | <input type="checkbox"/> Schedule II: 1:00 p.m. – 6:00 p.m. |
| <input type="checkbox"/> Schedule III: 8:00 a.m. – 6:00 p.m. | <input type="checkbox"/> AM Coverage 7:00 a.m. – 8:00 a.m.. |

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Effective Date New Schedule will start: _____ **New Weekly Rate:** _____

New Home Telephone #: _____

New Work Telephone #: _____

New Address: _____

New Emergency Contact Name: _____ Telephone #: _____

New Emergency Contact Address: _____

Other New Information: _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

_____ Transmittal

_____ Billing