

---

# BEFORE AND AFTER SCHOOL PROGRAM

---

Parent Handbook



2025-2026 SCHOOL YEAR  
EASTON COMMUNITY CENTER  
364 Sport Hill Road, Easton CT 06612

# **Easton Community Center Parent Handbook**

## **Dear Families,**

Thank you for choosing the Easton Community Center's Before and After School Program! I'm thrilled to welcome you and your child to our vibrant school communities at North Stratfield, Stratfield, Holland Hill, and Osborn Hill. At ECC, we take great pride in creating a safe, engaging, and supportive environment where every child feels seen, valued, and encouraged to grow.

Our program is rooted in meaningful relationships and hands-on learning. From creative arts to active play, teamwork to personal discovery, each day is designed to inspire curiosity and confidence. We emphasize youth development, healthy habits, and character-building, always grounded in our core values of **Kindness, Safety, and Responsibility**.

On behalf of our dedicated Fairfield program team, I look forward to a joyful and impactful year together filled with learning, laughter, and lasting memories.

Warmly,

George Taxiltaridis

Senior Director, Easton Community Center - Fairfield Before & After School Programs

## **About Our Staff**

At the Easton Community Center, we are proud to provide a high-quality Before and After School Program staffed by caring, committed professionals who are passionate about working with children. Each of our Fairfield school sites-North Stratfield, Stratfield, Holland Hill, and Osborn Hill, is led by a Head Teacher licensed by the State of Connecticut, supported by Site Supervisors and a dedicated team of Program Counselors, including local college students and high schoolers from the community.

Staff are CPR and First Aid certified, and our supervisory team is trained in Medication Administration to ensure we can support children's medical needs responsibly. Every staff member is carefully screened, including reference checks and full background checks through the BCIS system overseen by the State of Connecticut Office of Early Childhood.

We hire individuals based on their experience, education, and ability to build positive, respectful relationships with children. All team members must meet state licensing qualifications and participate in ongoing professional development each year.

Our program follows state-regulated staff-to-child ratios, ensuring that each child receives the attention and support they need in a safe, nurturing, and engaging environment. At the ECC, we strive to build a culture that is kind, safe, and responsible and we're honored to be part of your child's day.

## **Mission Statement**

The Easton Community Center, Inc. (ECC) is committed to providing cultural, educational, recreational, and social opportunities and to designing creative and high-quality programs which will enhance the mental and physical well-being of children, teens, and adults within the greater Easton community.

## **Diversity & Inclusion Statement**

At the Easton Community Center, we believe that our strength lies in the richness of our community. We are committed to creating an inclusive, welcoming environment where every individual-regardless of background, identity, or ability-feels respected, valued, and empowered to grow.

We embrace and celebrate diversity in all its forms, including but not limited to race, ethnicity, national origin, gender identity and expression, sexual orientation, age, ability, religion, socio-economic status, and family structure. Our programs are designed to reflect and honor the unique experiences and perspectives of every child, family, and staff member.

We are proud to be a place where kindness, safety, and responsibility are foundational values, and where differences are seen as strengths that unite us. At ECC, inclusion isn't just something we strive for its who we are.

Together, we grow. Together, we thrive. Together, we build a stronger community.

## **Days/Hours of Operation**

The Easton Community Center's Before & After School Childcare Programs operate in accordance with the public-school calendar and are open Monday through Friday on regular school days, as well as early dismissal days.

### **North Stratfield, Stratfield, and Osborn Hill Schools:**

- Before Care: 7:00 AM - 9:00 AM
- After Care: 3:15 PM - 6:00 PM

Children must arrive by 8:45 AM for Before Care. If arriving later, they must remain with a parent or guardian until school doors open.

### **Holland Hill School:**

- Before Care: 7:00 AM - 8:00 AM
- After Care: 2:30 PM - 6:00 PM

Children must arrive by 7:45 AM for Before Care. If arriving later, they must remain with a parent or guardian until school doors open.

## **Enrollment and Registration Information**

To enroll in the Easton Community Center (ECC) Before & After School Childcare Program, families must complete and submit all required documents listed in the Enrollment Package Checklist. Please ensure that all forms are fully completed, signed, and dated before submission to avoid any processing delays.

### **Enrollment Package Checklist**

- Fee Agreement Form
- Payment Method Selection
- \$100 Annual Registration Fee per child (automatically charged)
- \$100 Deposit (new participants only; held on file and rolled over annually)
- State of CT Health Assessment Record with Immunization Record (new participants only unless current participant has an updated version)
- Parental Consent Form

- Emergency Contacts and Authorized Pick-Up Form
- Automatic Payment Request Form
- Individual Care Plan and Medication Authorization Form (if applicable)

### **Important Submission Instructions**

All forms must be submitted as a single PDF and emailed to:

[Info@EastonCC.com](mailto:Info@EastonCC.com)

Use the following format for both your subject line and the PDF title:

*Last Name, First Name, Grade, Site, A.M. P.M. or FULL*

Failure to follow this format may result in processing delays.

Questions? Call us at (203) 459-9700 or email [Info@EastonCC.com](mailto:Info@EastonCC.com)

### **Tuition & Payment Policies**

#### **2024-2025 Monthly Tuition Rates:**

- Before School (Grades K-5): \$275/month
- After School (Grades K-5): \$375/month
- Full-Time (AM & PM): \$500/month

#### **Payment Schedule:**

- Tuition is divided into 10 equal payments, starting in June for September enrollment.
- No payments are collected in July or August.
- Tuition is due by the 1st of each month, regardless of absences.

#### **Payment Options:**

- Credit Card (automatic billing available)
- Cash (receipt provided)
- Check (payable to: Easton Community Center)

Checks may be mailed or brought to Easton Community Center. Invoices and receipts are sent monthly by email.

#### **Late Payment and Fees:**

- Returned Check: \$25
- Declined Credit Card: 1st time no charge, 2nd time \$15, 3rd time \$25
- Late Pickup (after 6:00 PM): \$15 for the first 15 minutes; \$15 for every additional 15 minutes
- Habitual late payment or non-payment may result in dismissal from the program

#### **Family Discounts**

- \$20 discount for each additional child (full-time participants)
- \$10 discount for each additional child (part-time participants)

#### **Legal Custody and Injunctions**

A copy of any court-ordered custody decree or injunction must be sent to the Director and kept on file at the Easton Community Center.

#### **Withdrawal from the Program**

Should you withdraw from the program, two weeks written withdrawal notice is required. If written notice is not received, full monthly payment is expected. Any deposit that may be on record can only be applied to your final month's payment.

**Parental Concerns**

If your child is experiencing any difficulties while attending the Easton Community Center's School-Age Child Care Program, please inform us as soon as possible so we can work together to find a solution. We strive to create a positive and supportive environment for all children and families. If you have concerns or if something is unsatisfactory, we encourage you to first speak with the Director or the Head Teacher at your child's site.

Please note that any inappropriate or abrasive behavior towards ECC staff or other program participants may result in suspension or termination of care. We appreciate your cooperation in maintaining a respectful and productive environment for all.

**Membership Benefits at the Easton Community Center**

If you are interested in becoming a member of the Easton Community Center, you will gain access to our main facility located at 364 Sport Hill Road, including the gym, fitness center, and more. Membership also provides discounted rates for Vacation Camp, Summer Camp, and Birthday Rentals.

Please note that membership is separate from registration for the School-Age Child Care Program. To become a member, you must complete a separate membership registration.

For more information about membership pricing, hours of operation, or programs offered, please contact our main office.

**Program Activities**

The program provides a balanced mix of engaging and enriching activities each day. Children enjoy organized games, STEAM-based projects, arts and crafts, homework support, free play, and special themed events. Head Teachers create monthly schedules to ensure a structured and enjoyable experience for all participants. Families receive newsletters to stay informed about upcoming activities and events.

While food is not part of our daily programming, families are welcome to send in nut-free snacks for their child. We make exceptions during holiday celebrations and our end-of-year party, where children participate in fun-filled festivities that may include food, music, and games.

**Health Forms**

A completed and signed State of Connecticut Health Assessment Record, including up-to-date immunization information, is required for all participants and must be submitted with your enrollment packet. This form is mandatory before your child can begin the School-Age Child Care Program.

Per state regulations, no child will be permitted to attend the program without a current, fully completed health form on file at the Easton Community Center. A physical exam dated within the past three years is acceptable, as long as it includes this year's date and the physician's signature.

If your child has a new physical or if there are any changes to their health status, please submit an updated health form immediately by emailing it to the main office.

**Medication Administration in the School-Age Child Care Program**

In accordance with State of Connecticut regulations, the Easton Community Center follows strict guidelines when administering medication to children in our School-Age Child Care Program. If your child requires medication during program hours, the following steps must be followed:

- A completed "Authorization for the Administration of Medication by Child Care Personnel" form must be submitted. This form must be signed by a Connecticut-licensed physician or dentist and the parent/guardian. It must include the name of the medication, dosage, time to be administered, and specific instructions.
- Along with the authorization form, a Care Plan must be provided that outlines how the medication is to be used and any emergency procedures to follow. This is required for all medications, including emergency medications like inhalers or EpiPens.
- All medication must be brought in by a parent/guardian in its original prescription container with a safety cap and prescription label intact. It must include only the amount needed for the duration of the child's time in the program.
- A measuring device appropriate for administering the medication (such as a syringe or spoon) must accompany the medication.
- Controlled medications must not be sent with the child and should be delivered directly to the Easton Community Center by the parent/guardian prior to the child's start date. (Medication drop-off date will be assigned at the start of school year)
- Medication must be picked up at the end of your child's enrollment. Unclaimed medication will be disposed of one week after the child's last day in the program.

All required forms, including the Medication Authorization Form and Care Plan Template, are available on our website. For assistance or questions, please contact the Director or the Main Office.

### **Snack & Nutrition Policy**

The Easton Community Center's Before & After School Program is a nut-free environment. Any food item containing nuts or traces of nuts will be removed, and parents will be notified.

We do not serve daily snacks. Families can send in nut-free snacks for their children each day.

The only exceptions are early dismissal days and special holiday events, during which the program may provide snacks that meet nutritional guidelines.

While we follow health-conscious practices, all food and beverages offered during ECC events will align with USDA nutritional guidelines. Water is always available to children, and during snack times, only the following beverages are permitted (when applicable):

- Water (primary option)
- 100% juice (4 oz max)
- 1% or non-fat milk

Sugary drinks such as soda, fruit punches, or energy drinks are not permitted at any time.

### **Injury at the Program Site**

In the event that a child is injured while attending the Before/After School Program, staff will follow these steps:

#### **General Response:**

1. Attend to the child immediately
2. Administer first aid as needed
3. Assess the severity of the injury
4. Observe and monitor the child's condition and activity

**If the injury is non-serious:**

- Notify the parent, guardian, or designated pickup person at dismissal
- Complete an accident report and submit it to the Child Care Office within 24 hours

**If the injury is serious:**

- Call the parent, guardian, or designated emergency contact immediately
- Notify the School-Age Child Care Director
- Complete an accident report and submit it to the Child Care Office within 24 hours

**Life-Threatening Injury**

- Call 911 immediately. If deemed necessary by medical personnel, the child will be transported by ambulance to the nearest hospital or to a hospital designated by the parents/guardians.
- A staff member will accompany the child to the hospital and remain with them until a parent or guardian arrives.
- Notify the parent, guardian, or designated emergency contact as soon as possible.
- Contact the Senior Director at the Easton Community Center and request alternate staff coverage if needed.
- Complete and submit an accident report to the Child Care Office within 24 hours.

The staff will inform you if your child is injured. The parent/guardian is responsible for picking up the injured child and determining whether further medical attention is necessary.

**Illness and Injury**

At the Easton Community Center, your child's health and well-being are our top priorities. To help ensure a safe and healthy environment for all children, we kindly ask that you keep your child home if they are feeling unwell, have a fever, or have sustained an injury the night before or the morning of the program.

Bringing a sick or injured child to the program may prolong their recovery and increase the risk of spreading illness to others. This is especially important if your child is showing symptoms of a contagious illness such as the flu, strep throat, chickenpox, or measles.

If your child has been diagnosed with a contagious condition or has been absent due to illness for more than three consecutive days, a doctor's note is required for their return to the program.

**Health Policy**

At the Easton Community Center, maintaining a healthy environment for all children and staff is a top priority. For the well-being of your child and others, we ask that all families adhere to the following health policy guidelines:

**Please keep your child home if they are experiencing any of the following symptoms or conditions:**

- Fever
- Vomiting or diarrhea
- Persistent cough or sore throat
- Rash or skin irritation of unknown cause
- Contagious illness (e.g., flu, strep throat, conjunctivitis, chickenpox)
- General fatigue or discomfort that prevents participation in daily activities

If a child becomes ill during the program, they will be cared for in a supervised, quiet area separate from the group but within staff view. Parents or emergency contacts will be notified

immediately, and the child must be picked up within one hour of notification. As a general rule, if your child is not feeling well enough to fully participate in the day's activities-including going outdoors-they should remain at home.

### **Plan for Consultation**

The Easton Community Center's School-Age Child Care Program maintains collaborative relationships with qualified professionals in education, social services, and health. These consultants provide guidance and support to ensure our program meets the developmental needs of children and complies with Connecticut Office of Early Childhood (OEC) statutes and regulations.

Consultants are involved in the annual review of program policies and practices and are available on an as-needed basis to provide expert input regarding health, behavioral, educational, or developmental concerns. This plan ensures our program remains current, responsive, and supportive of the children and families we serve.

### **Child Abuse and Neglect – Legal Requirements**

All staff members at the Easton Community Center's School-Age Child Care Program are mandated reporters, as required by the State of Connecticut. This means they are legally obligated to report any suspected cases of child abuse, neglect, or risk of harm to the Connecticut Department of Children and Families (DCF).

**Please note:** Staff are not required to notify parents or guardians if a report is made to DCF. This policy is in place to ensure the safety and protection of the child.

Our staff receive training to recognize signs of abuse and neglect and are committed to maintaining a safe, supportive environment for all children.

### **Parental Substance Abuse Policy**

The safety and well-being of every child in our care is our top priority. If a staff member suspects that a parent or guardian is under the influence of drugs or alcohol at the time of pickup, the following steps will be taken:

- An authorized adult listed on the child's emergency release form will be contacted to pick up the child.
- If the parent or guardian becomes aggressive, threatening, or refuses alternate arrangements, staff will immediately call 911 for assistance.
- In accordance with Connecticut state regulations, the Department of Children and Families (DCF) will be notified of any suspected substance abuse.
- If a parent or guardian arrives under the influence more than once, the Easton Community Center reserves the right to discontinue care for the enrolled child to ensure their safety.

### **Parent Involvement and Communication**

We value strong partnerships between families and our staff. Open and consistent communication helps us better understand and support each child's unique needs.

- Ongoing dialogue is encouraged through scheduled meetings, phone calls, and email.
- Families are welcome to request a meeting with program staff at any time to discuss their child's progress, needs, or concerns. Meetings will be scheduled at a mutually convenient time, and additional support staff or specialists may be included upon request.



- Parents are welcome to contribute by sharing special talents or donating supplies such as art materials or scrap paper for projects in collaboration with Head Teacher.
- Monthly email updates are sent throughout the school year, including important reminders, program highlights, and upcoming events.

### **Visitors**

All visitors, including parents and guardians, must sign in with the program's Head Teacher upon arrival. For the safety of all children, visitors are required to be escorted by a staff member at all times while on the premises.

### **Arrival and Departure Procedures**

- All morning drop-offs must take place at the APR (All-Purpose Room) doors. Parents are expected to exit their vehicles and walk their child to the doors.
- For both drop-off and pick-up, please call or text the program phone number to notify staff of your arrival.
- A staff member must be aware of every drop-off and pick-up. Children will be signed IN and OUT each day by staff on the daily attendance sheet.
- No child will be released to anyone other than a parent or person listed on the Registration and Release Form. If an alternate person will be picking up your child, the parent must notify the program in advance via phone call or email. All individuals picking up must present valid photo identification.
- Unless we have a copy of a court order on file, it is legally permissible for either parent to pick up or visit their child. If there are any legal restrictions or conditions related to custody or guardianship-including foster care arrangements-a copy of the relevant legal documentation must be submitted to the program and kept in the child's file.
- It is the parent's responsibility to update all emergency and custody information as changes occur.

### **Late Pick-up Fees**

A late pick-up fee of \$15.00 will be charged beginning at 6:00 PM. An additional \$15.00 will be charged for every 15-minute increment thereafter. Late fees will be invoiced immediately following the pick-up time.

### **Policy for a Child Not Picked Up**

If a child is not picked up by the program's closing time, the following steps will be taken:

1. **Initial Contact:** The teacher will attempt to contact the parent(s)/guardian(s) at home or work. If there is no response, two teachers (18 years or older) will remain with the child and continue calling the contact numbers.
2. **Emergency Contacts:** If no response is received from the parent or guardian, the teachers will proceed to contact the emergency phone numbers listed on the child's enrollment form.
3. **Notification of Senior Director:** The Senior Director at the Easton Community Center will be notified.
4. **Continued Efforts:** If the emergency contacts are unreachable, the two teachers will remain with the child until 7:00 p.m., continuing to call the contact numbers every few minutes.

5. **Involvement of Authorities:** At 7:00 p.m., if all attempts to reach the parents or emergency contacts have failed, the Director will contact the local Police Department and Department of Children and Families (DCF) for assistance. This may involve help in locating the parent or releasing the child to DCF.
6. **Final Action:** A message will be left on the program's door directing the parent to contact the local Police Department. Under no circumstances will the Director or teacher take the child home. Once all attempts to locate the parent have failed, the child will be turned over to local authorities.

### **Supervision of Children**

Our School-Age Child Care Programs are licensed by the State of CT-Office of Early Childhood division (OEC). We maintain a staff-to-child ratio that meets or exceeds required standards, ensuring proper supervision and safety throughout the school year.

- Staff members will accompany children to the bathroom and encourage proper hygiene practices, including thorough handwashing.
- Staff will regularly inspect all program spaces, including indoor and outdoor play areas, to identify and address any potential hazards. This includes checking playscapes, furniture, and equipment to ensure they are in good, safe, and operational condition.

### **Electronic Devices and Toy Policy**

Children are asked not to bring toys or valuable items to the program, as there is always a risk of items being lost or damaged. Cell phones, video games, and other personal electronic devices should remain at home. The Easton Community Center is not responsible for lost, broken, or stolen items.

- Students are allowed to use Chromebooks for homework during designated times. These devices will be monitored by staff to ensure appropriate usage.
- If any inappropriate content is accessed or if the Chromebook is being misused, parents will be notified immediately, and a behavior report will be filed.

### **Special Needs Information & Communication Consent**

We are committed to supporting all children and ensuring that every child has a safe, successful, and enriching experience in our Before & After School Program.

In order to provide the highest level of care, we ask that families share any relevant information about their child's needs with us. This may include medical, behavioral, developmental, or educational support plans.

To better support your child, we require parent/guardian consent for the Easton Community Center (ECC) staff and Fairfield Public Schools teachers and administration to **release, share, and discuss all pertinent information and documentation regarding your child** for the 2024–2025 school year. This includes, but is not limited to:

- Individualized Education Plans (IEPs)
- 504 Accommodation Plans
- Behavior Intervention Plans
- Speech and Language Support Needs
- Any additional documentation relevant to your child's care and success in our program

You will be asked to **initial a consent statement** in the registration packet acknowledging and approving this exchange of information.

If your child has specific needs you would like to discuss in more detail, please reach out to schedule a meeting with the Director **prior to your child's start date**. Together, we will work to develop a personalized care plan that ensures your child feels supported, engaged, and safe in our school-age child care environment.

### **Outdoor Activities**

Outdoor play and activities are scheduled throughout the year, regardless of the weather. However, when the temperature drops below 32°F, outdoor play will be determined by the Head Teacher. If we do go outside, playtime will be limited to 20 minutes.

For outdoor play in cold weather, we recommend that children wear boots, snow pants, gloves, and hats, as we may engage in snow play. Proper winter gear ensures children stay warm and safe during their outdoor activities.

### **Discipline Policy Statement**

At the Easton Community Center Before and After School Program, discipline is viewed as a means to foster the development of internal self-regulation in children, facilitating their journey towards appropriate social behavior. Our methods for handling conflicts prioritize positive guidance, setting clear boundaries, and redirecting behavior.

### **Conflict Resolution Approach**

In instances of disputes between children or involving a child and a staff member, we prioritize open communication and constructive dialogue. Our objective is to encourage all parties to express their feelings and collaborate on finding solutions, with a preference for incorporating children's perspectives wherever feasible.

### **Management of Aggressive Behavior**

In cases where a child displays repeated aggression or disrupts the work of others, efforts will be made to address the behavior through dialogue and redirection. If necessary, the child may be encouraged to engage in alternative activities in a different area, provided that efforts to promote self-control have not yielded the desired results. Continued aggressive behavior will be documented by the Head Teacher in writing and presented to parents for signature.

### **Supervision during Disciplinary Actions**

Staff members are committed to maintaining continuous supervision during disciplinary interventions to ensure the safety and well-being of all children involved.

### **Prohibited Disciplinary Practices**

Program staff will continuously supervise children during disciplinary actions. The program shall not use abusive, neglectful, corporal, humiliating, or frightening treatment or punishment, including but not limited to spanking, slapping, pinching, shaking, or striking a child under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using the least restrictive methods as appropriate.

### **Basic Ground Rules for Participants**

- **BE KIND, BE SAFE, BE RESPONSIBLE**
- Stay within designated areas of the ECC Program and remain with a staff member at all times.
- Respectfully adhere to the directions provided by staff members. Any concerns or lack of clarity should be addressed with a staff member in a calm and respectful manner.

- Refrain from physical aggression, including hitting, kicking, spitting, or engaging in fights.
- Promptly report any instances of harm experienced to a staff member and avoid retaliatory actions.
- Respect the personal belongings of others and refrain from taking or using them without permission.
- Treat the property of the ECC program and school with care and respect.
- Be mindful of the impact of your words, opting for kindness and empathy over hurtful language or behavior such as teasing or mockery. Inappropriate or disrespectful language is not tolerated.

### **Disciplinary Procedures**

If a child fails to adhere to program rules or staff instructions, a structured approach will be taken to address and rectify the behavior while minimizing disruptions.

#### **Step 1 – Reminder of Expectations:**

For minor infractions, the child will receive a gentle reminder of the specific rule being violated and will be encouraged to correct their behavior promptly.

#### **Step 2 – Reflection Period:**

If a child struggles to correct inappropriate behavior, staff may initiate a "reflection period."

During this time, the child will be temporarily separated from group activities to reflect on their behavior. The duration and nature of this period will be determined based on the child's age and circumstances. Parents will be promptly informed, and all incidents will be documented.

#### **Step 3 – Early Pick-Up:**

If the child continues to exhibit disruptive behavior despite interventions, parents will be contacted to discuss the situation. Depending on the circumstances, parents may be requested to pick up their child immediately or reinforce program rules and expectations over the phone. In some cases, the child may be excluded from activities for the remainder of the program day.

#### **Step 4 – Suspension from the Program:**

Should the child fail to respond positively to previous interventions or if the behavior warrants immediate action, the Program Director/Head Teacher will request the child's immediate removal from the program. A one-day suspension will be enforced, and further discussions with parents will occur to address the behavior and consider additional measures if necessary.

- **First Offense:** Early pick-up and one-day suspension.
- **Second Offense:** A repeated offense may lead to an extended suspension of up to one week, as determined by the Program Director/Head Teacher in consultation with parents.

#### **Step 5 – Dismissal from the Program:**

If disruptive behavior persists despite previous interventions, a comprehensive review will be conducted with the involvement of the Childcare Director/Head Teacher and parents. Dismissal from the program will be considered if the child's behavior jeopardizes the safety and well-being of themselves or others, or if it significantly disrupts the program's operation.

### **Dismissal Criteria**

Dismissal may be necessary in cases of repeated violations of program policies, aggressive behavior towards staff or peers, or failure to engage constructively with program staff or

activities. Additionally, failure to provide relevant information or documentation as required by the program may result in dismissal.

### **Easton Community Center Administrative Oversight**

We strive to ensure that our program operations align with current Connecticut Statutes and Regulations for Child Care Centers and Group Child Care Homes, as well as our Program Policies, Plans and Procedures, Philosophy, and best practices. Our goal is to ensure that all children, families, and staff have a positive daily experience.

### **Resolving Concerns:**

Most concerns can be resolved by:

1. Discussing the issue with the Head Teacher or Site Supervisor.
2. Discussing the issue with the program director or director's designee.

### **Contact Information:**

- Name of Designated Director: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
- Name of Alternate Person in Charge: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

If a concern requires further attention, a meeting can be arranged at a mutually agreed-upon time. This meeting may include parents/guardians, classroom teacher/program staff, the head teacher/alternate person in charge, and the director. We value your perspective and are committed to continuous quality improvement.

If an impasse is reached and a resolution cannot be found, the matter will be brought to the administrative leadership team, which includes the executive director, board of directors, and owner.

If the problem remains unresolved, you may contact the Connecticut Office of Early Childhood Licensing Division:

- By phone: (800) 282-6063 or (860) 500-4450
- Online: [File a Complaint](#)

In cases of abuse, neglect, or life-threatening situations, the program will call 911 or the Department of Children and Families (DCF) at (800) 842-2288, and notify the OEC Division of Licensing.

### **Inspection Reports and Corrective Action Plans:**

Available for review:

- At your child care program
- Online at [211childcare.org](http://211childcare.org)
- By FOI request from the OEC Licensing Division: [Request Form](#)

### **Educational Program Plans**

Our ECC Before and After School Programs follow a flexible, developmentally appropriate daily schedule designed to meet the diverse needs of the children in our care. We respect and embrace each child's cultural background, language, and developmental level.

Our program supports a well-rounded experience, balancing structured and unstructured activities, indoor and outdoor opportunities, and promoting both fine and gross motor development.

Children will engage in meaningful experiences that encourage:

- **Creative expression** through arts, dramatic play, music, and open-ended materials
- **Language development** via books, poems, songs, storytelling, and spontaneous conversations
- **Problem-solving and sensory learning** through hands-on exploration and discovery
- **Social-emotional growth** by promoting independence, self-reliance, and self-esteem
- **Balanced choices** between child-initiated and teacher-guided activities, active and quiet play, and individual and small group settings

**Each day includes:**

- Time for physical activity
- Access to a variety of engaging materials and equipment
- Nutritious snacks sent from home
- Health and safety practices modeled by staff
- Supportive routines such as cleanup and transitions

**Emergency Action Plan**

In the event of an emergency, all program activities will immediately stop. Staff will gather the children at a designated safe location, conduct attendance, and ensure everyone's safety. Parents or guardians will be contacted as soon as possible.

**Please ensure your emergency contact information is up to date, including an alternate contact (such as a grandparent, neighbor, or family friend) in case neither parent is available.**

If you arrive during an emergency or drill, we appreciate your patience and understanding as we follow safety procedures to protect all children and staff.

**Emergency Plans**

The safety and well-being of every child is our top priority. Our emergency procedures are designed to ensure swift and appropriate responses, in accordance with Connecticut Office of Early Childhood (OEC) regulations.

**Fire Emergencies**

- Staff will calmly guide children to the nearest safe exit.
- Attendance will be taken before exiting and again once outside at the designated meeting location.
- The Head Teacher or person in charge will bring the portable first aid kit, emergency files, and a cell phone.
- Parents will be notified for pick-up as needed.
- Fire drills are conducted regularly in compliance with OEC regulations.

**Weather-Related Emergencies**

- The ECC follows the Fairfield public-school district's decisions regarding delayed openings, early dismissals, and closures.
  - If there is a delayed opening, before-school care is canceled.

- In case of an early dismissal, families will be contacted via email, phone, or TV alert to pick up their children.
- Ratios will be maintained at all times, and two staff members will remain until all children are picked up.
- During severe weather (e.g., hurricanes or tornadoes), children and staff will take shelter indoors, away from windows and doors.
- First aid will be administered as needed until emergency personnel arrive.
- Parents will be contacted once the immediate threat has passed.

### **Evacuation Procedures**

- Children will be escorted in an orderly line to a designated emergency relocation site.
- Staff will carry emergency files, the first aid kit, and a cell phone.
- The ECC has coordinated with the local Civil Preparedness Unit to ensure child care programs are included in town emergency plans.
- Notes will be posted at the original site with the new location.
- Parents will be contacted via phone to arrange pick-up.
- Child-to-staff ratios will be maintained at all times, with a minimum of two staff members remaining until all children are safely released.

### **Lockdown Procedure**

Lockdown procedures are used when there is a potential threat inside or near the facility, such as suspicious individuals on the premises, community threats, or police activity nearby.

### **Lockdown Protocol:**

- The Head Teacher or person in charge will initiate the lockdown immediately upon notification or suspicion of a threat.
- All doors and windows will be locked, lights turned off, and blinds or curtains drawn.
- Staff will guide children to a secure area, away from doors and windows, and keep them calm and quiet.
- Attendance will be taken to ensure all children are accounted for.
- No one will be permitted to enter or leave the building until the lockdown has been lifted and authorities have declared the area safe.
- Emergency supplies, including first aid kits and communication devices, will remain accessible at all times.

### **Communication with Families:**

- Parents/guardians will be notified as soon as it is safe to do so. During an active lockdown, communication may be limited to ensure the safety and discretion of all involved.
- Once the lockdown is lifted, families will receive updates with clear instructions regarding pick-up procedures or any next steps.
- We regularly practice lockdown drills in accordance with OEC guidelines and local law enforcement recommendations.

### **Vacation Camp at ECC**

On scheduled school vacation days, the Easton Community Center offers a Vacation Camp Program for children enrolled in our Before and After School Program. This full-day program

provides a fun and engaging experience with themed activities, games, crafts, and indoor/outdoor play.

- **Pre-registration is required, and space is limited.** We encourage families to sign up early, as spots fill up quickly. A minimum of 10 participants is needed for the program to run.
- Registration can be completed at the ECC front desk or online through our website.
- Please check our calendar and newsletters for upcoming vacation camp dates and themes.

### **Educational Program Plans**

Children enrolled in the ECC Before and After School Programs follow a flexible daily schedule designed to meet the individual needs of our diverse population. Our program embraces cultural, language, and developmental differences to support each child's growth.

Key components of our educational program include:

- **Physical Activity:**
  - Ample opportunities for both indoor and outdoor physical activities to promote fine and gross motor development.
  - Use of physical environments tailored to children's interests, individual needs, and learning styles.
  - Moderate to vigorous outdoor physical activities for children aged 3 years and older, except those with disabilities or developmental delays.
- **Learning Experiences:**
  - Activities relevant to children's lives and cultural contexts.
  - A balance between child-initiated and staff-initiated activities.
  - Varied choices in materials and equipment that encourage skill development and active engagement.
  - Problem-solving experiences that foster language development and sensory discrimination.
  - Developmentally appropriate practices throughout the program.
- **Creative Expression:**

Children have opportunities to express ideas and feelings through:

  - Arts and media
  - Dramatic play
  - Music
  - Language activities including books, poems, stories, and songs
  - Motor activities
  - Spontaneous conversations and language learning experiences
  - Exploration and discovery
- **Social-Emotional Growth:**
  - Experiences that promote self-reliance and build self-esteem.
  - Both individual and small group activities.
  - A healthy balance of active and quiet play.
- **Daily Routine Includes:**
  - Nutritious snacks sent from home.



- Quiet activities
- Health education experiences that model good health practices, sound nutrition, and safety awareness

### **Staff-to-Child Ratio**

- A minimum ratio of **one qualified staff member per 15 school-age children** (or part thereof) must be maintained at all times.
- This ratio applies during indoor and outdoor activities, field trips, transitions, and free play.

### **Group Size Requirements**

- **Field Trips, Outdoor Play, and School-Age Activities:** Maximum of 30 children per group.
- **Indoor Classroom or Group Settings:** Maximum group size of 20 children.

### **Eligibility for School-Age Enrollment**

- Children who turn five years old between September and December and are not yet enrolled in kindergarten may qualify for the school-age program.
- Enrollment requires written authorization from the parent or guardian and approval from the program director.

### **Mixed Age Grouping**

- When school-age children are grouped with younger children, the program must follow the more stringent staff-to-child ratio and group size requirements applicable to the youngest child in the group.

### **Plan for Professional Development**

#### **Training Requirements**

- All program staff hired after April 1, 2025, must complete **health and safety training within three months of hire**, with written verification on file.
- Staff must complete ongoing training annually, totaling at least **1% of their total hours worked**.
- Continuing education hours are required annually and must also total at least 1% of total hours worked.

#### **Continuing Education Topics May Include:**

- New employee orientation (required)
- Annual training on program policies, plans, and procedures (required)
- Health and safety training (required)
- Early childhood education
- Child development
- Licensing and regulations
- Emergency preparedness
- Prevention and control of infectious diseases
- Prevention and response to food and allergic reactions
- Physical premise safety
- Protection from hazards, bodies of water, and vehicular traffic
- Handling and storage of hazardous materials and disposal of contaminants
- Medication administration

- Child abuse and neglect laws, including prevention of shaken baby syndrome
- Nutrition
- Techniques to manage child behaviors
- Pediatric First Aid & CPR
- Programs for children with disabilities or special health care needs

#### **Documentation and Assessment**

- Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records.
- Records are maintained on-site and are available for review.
- Each staff member will have an individual development assessment to guide their professional growth.

#### **Site Information – Before & After School Programs**

The Easton Community Center is proud to offer Before and After School Programs at multiple Fairfield Public School locations. Below is key information for each site, including contact details and locations.

**Please call or text your site's phone number to report absences, late arrivals, or schedule changes.** This ensures timely communication with our program staff and helps us maintain a safe and organized environment.

#### **Main Program Contact:**

Easton Community Center  
364 Sport Hill Road, Easton, CT 06612  
Phone: (203) 459-9700

#### **School-Based Program Sites & Contacts:**

- **North Stratfield School**  
License # 16645  
190 Putting Green Road, Fairfield, CT 06825  
Site Phone: (203) 414-6816
- **Stratfield School**  
License # 70475  
1407 Melville Avenue, Fairfield, CT 06825  
Site Phone: (203) 923-3737
- **Holland Hill School**  
License # 70170  
105 Meadowcroft Road, Fairfield, CT 06824  
Site Phone: (203) 923-3333
- **Osborn Hill School**  
License # 70622  
760 Stillson Road, Fairfield, CT 06824  
Site Phone: (203) 940-9755

All programs are held within the school facilities, utilizing spaces such as the All-Purpose Room (APR), gymnasium, and library. Weather permitting, children also enjoy regular outdoor play in the school's designated areas.

**Contact Information**

Easton Community Center

364 Sport Hill Road, Easton, CT

Phone: (203) 459-9700

Email: [Info@EastonCC.com](mailto:Info@EastonCC.com)

Website: [www.EastonCC.com](http://www.EastonCC.com)

**Thank you for being a valued part of our community!**