
BEFORE AND AFTER SCHOOL PROGRAM

Staff and Parent Handbook



2026-2027 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 immense 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 firsthand 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 resolute 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 enthusiastic 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 take part 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, it's 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 run following 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 they arrive 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 they arrive 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 send 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, Non-Refundable)
- 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

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

Tuition & Payment Policies

2026-2027 Monthly Tuition Rates:

- Before School (Grades K-5): \$300/month
- After School (Grades K-5): \$400/month
- Full-Time (AM & PM): \$550/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 on 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 added 15 minutes
- Habitual overdue payment or non-payment may result in dismissal from the program.

Family Discounts

- \$20 discount for each added child (full-time participants)
- \$10 discount for each added 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 needed. 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 keeping 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 found at 364 Sport Hill Road, including the gym, fitness center, and more. Membership also provides discount 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 central 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 take part 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 given 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 allowed 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 if 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 at once by emailing it to the central office.

Medication Administration in the School-Age Child Care Program

Following 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 programming hours, the following steps must be followed:

- A completed "Authorization for the Administration of Medication by Child Care Personnel" form must be given. 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 if 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 proper 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 aid 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 having nuts or traces of nuts will be removed, and parents will be notified.

We do not serve snacks daily. 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 allowed (when applicable):

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

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

Illness & Injury Policy

At the Easton Community Center's Before and After School Program, your child's health and safety are our highest priorities. To keep a safe and supportive environment, we follow guidelines consistent with the Connecticut Office of Early Childhood (OEC).

General Response: If a child is injured or exhibits signs of illness, staff will respond immediately, assess the severity of the injury or illness, administer first aid as needed, and continue to observe and monitor the child's condition. Parents/guardians will be contacted immediately whenever first aid is provided for an injury or sign of illness.

Illness Policy

Children should remain home if they are feeling unwell or unable to take part in the program.

Bringing a sick child into the program may delay their recovery and put other children and staff

at risk. If your child has been absent for more than three (3) consecutive days due to illness or has been diagnosed with a contagious condition, a doctor's note is needed before returning.

Please keep your child home if they are experiencing:

- Fever of 100.4°F or higher within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Persistent cough, sore throat, or difficulty breathing
- Rash, unexplained sores, or skin irritation of unknown cause
- Red, draining eyes (possible conjunctivitis/pink eye)
- Contagious illnesses such as flu, strep throat, chickenpox, measles, or COVID-19
- General fatigue, discomfort, or irritability that prevents full participation, including outdoor play

Common Illnesses in School-Age Children: Colds, flu, strep throat, conjunctivitis (pink eye), chickenpox, hand, foot, and mouth disease, COVID-19, and head lice are the most common conditions seen in children grades K–5.

Head Lice Policy (No-Nit Policy): Head lice are common among school-age children and are not a sign of poor hygiene. If live lice are found during program hours, the child will be cared for discreetly and parents will be contacted for immediate pickup. Children may return after the first treatment is completed. To reduce re-infestation, children must be free of live lice and nits (eggs) before returning, and staff may check the child's hair upon re-admittance. Families are expected to complete follow-up treatments and wash personal items such as bedding, hats, and coats.

Illness During the Program: If a child becomes ill while attending the program, they will rest in a quiet, supervised space away from the larger group. Parents/guardians or emergency contacts will be notified, and the child must be picked up within one hour of notification.

Return to Program Guidelines: A child may return when they are fever-free for 24 hours without medication, have had no vomiting or diarrhea for 24 hours, are able to fully take part in activities, and provide a doctor's note if required. For lice, children must be free of both live lice and nits before returning.

Injury Policy

While every precaution is taken to ensure a safe environment, injuries may occasionally occur. Our staff are trained in First Aid and CPR and will respond promptly.

Non-Serious Injury: For minor injuries such as small cuts, scrapes, or bumps, parents/guardians will be notified at dismissal. An accident report will be completed and given to the Child Care Office within 24 hours.

Serious Injury: For more significant injuries that may require medical follow-up, parents/guardians or emergency contact will be called at once, the School-Age Child Care Director will be notified, and an accident report will be submitted within 24 hours.

Life-Threatening Injury: In case of a medical emergency, 911 will be called at once. If required, the child will be transported by ambulance to the nearest hospital or the hospital chosen by the parents/guardians. A staff member will go with the child to the hospital and remain until a parent or guardian arrives. Parents/guardians will be notified as soon as possible. The Senior

Director at ECC will be contacted to arrange alternate staff coverage if needed. An accident report will be completed and given within 24 hours.

Parent/Guardian Responsibility: Parents/guardians are expected to pick up their child promptly if requested and decide if additional medical care is necessary following staff's initial care and communication.

Plan for Consultation

The Easton Community Center's School-Age Child Care Program keeps 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 follows Connecticut Office of Early Childhood (OEC) statutes and regulations. Consultants take part 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 stays current, responsive, and supportive of the children and families we serve.

CHILD ABUSE AND NEGLECT POLICY

The Easton Community Center Before and After School Program is committed to protecting the health, safety, and well-being of every child in our care. We maintain a zero-tolerance policy for child abuse and neglect. All staff are legally mandated reporters and are required by Connecticut law to prevent, recognize, and report suspected abuse, neglect, or risk of harm.

Responsibility of the Program

Our program is responsible for preventing child abuse and neglect of any child enrolled. Staff receive annual training on mandated reporting, recognizing signs of abuse and neglect, and understanding their responsibilities under Connecticut law.

Definitions (Connecticut General Statutes 46b-120)

Child abuse includes non-accidental physical or mental injury, sexual abuse or exploitation, emotional abuse, cruel punishment, and placing a child at risk of harm. A child is considered abused if they have injuries that are non-accidental, inconsistent with the explanation given, or the result of maltreatment, malnutrition, deprivation, or emotional injury.

Child neglect includes abandonment, denial of proper physical, educational, emotional, or moral care, or allowing the child to live under conditions that are harmful or unsafe to their well-being.

Mandated Reporter Requirements

All staff members are mandated reporters. Any suspicion of abuse, neglect, or risk must be reported immediately.

An oral report must be made to the Department of Children and Families within twelve hours by calling the DCF Careline at 1-800-842-2288. The reporter's name is required but kept confidential by DCF.

A written report using form DCF-136 must be submitted within forty-eight hours of the initial report. All documentation, including staff statements and written reports, will be kept on file at the program.

Information Reviewed in a Report

Information may include the child's name, date of birth, address, parent or guardian contact information, the nature of the concern, physical or behavioral indicators, the time and date of the incident, details observed by the reporter, circumstances under which the concern became known, previous injuries if any, suspected individuals involved, and any actions taken to help the child.

Protection for Mandated Reporters

Program staff are protected by Connecticut General Statutes 17a-101e and cannot be discriminated against or retaliated against for reporting suspected abuse or neglect in good faith.

Administrative Response and Zero-Tolerance Standard

If an allegation is made that a staff member abused or neglected a child, the program will take immediate action to protect the child, including notifying the parent or guardian. The staff member may be removed from their position until a full investigation by DCF is completed. If allegations are substantiated, the staff member will be terminated. If unsubstantiated, the staff member may return to work if appropriate.

Staff Training Requirements

All staff complete mandated reporter training annually. New staff complete this training before working directly with children. Training includes prevention, identification, reporting procedures, and program protocols.

Parent Notification and Access to Policy

This policy is included in the Parent Handbook and provided at enrollment. When an allegation of abuse or neglect involving staff occurs, the Director will inform the parent or guardian that a report has been filed with DCF. Health care professionals or investigators may need to speak with parents to assess the child's needs and ensure safety.

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.
- Following 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 must be always escorted by a staff member 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 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 added \$15.00 will be charged for every 15-minute increment thereafter. Late fees will be invoiced at once 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 try 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 continue 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 parents to contact the local Police Department. Under no circumstances will the Director or teacher

take the child home. Once all attempts to find the parent have failed, the child will be turned over to local authorities.

SUPERVISION OF CHILDREN

The safety and supervision of all children enrolled in our Before and After School Program is our highest priority. The following supervision practices are required by the Office of Early Childhood (OEC) and are upheld at all ECC school-age sites.

Group Size & Ratio Requirements

- **Staff-to-Child Ratio:** 1 program staff member for every **15** school-age children.
- **Maximum Group Size: 30** school-age children, even when ratios are met.
- For mixed-age groups, the **youngest child's ratio** always applies.

Children are supervised by **sight and sound at all times**, including:

- Indoor activities
- Outdoor play
- Gym time
- Bathroom transitions
- Arrival & dismissal
- Enrichment activities

No child is ever permitted to be left alone for any reason.

Indoor & Outdoor Supervision

Program staff maintain **active, engaged supervision** at all times:

- Position themselves so all children and areas are visible.
- Circulate continuously and interact positively with children.
- Maintain required ratios and group sizes.

Outdoor Play Procedures

- Headcounts are taken **before exiting** the building and **before re-entering**.
- Staff escort children to designated play areas.
- All equipment and zones remain fully supervised.
- Staff coordinate coverage so all areas are observed; **staff may not sit or socialize**.
- Children may not enter or exit the building without staff accompaniment.

Bathroom Supervision

- Staff supervise bathroom transitions while respecting privacy.
- Bathrooms are checked to ensure **no adults are present** before children enter.
- **No adult and child may use bathroom facilities at the same time.**
- Staff remain positioned outside the bathroom and help when appropriate.

Quiet Time

While our school-age program does not include nap periods, children remain supervised by sight and sound during any quiet activity or rest periods.

Transportation Supervision

- Children are supervised by sight and sound while boarding and exiting transportation.
- Attendance is verified immediately upon arrival.
- Ratios are maintained throughout transitions.

Field Trips & Off-Site Activities

- State-required ratios are maintained at all times.
- A signed parent permission slip is required for any off-site activity.
- Staff carry emergency contact information and a stocked first-aid kit.
- Additional safety measures may be implemented depending on destination or activity.

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 proper 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.

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 **initially make 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 childcare 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.

Creating a Safe and Respectful Community

At our Before and After School Program, we are committed to maintaining a safe, inclusive, and respectful environment for all children, families, and staff. As such, we have a **zero-tolerance policy for any form of discriminatory behavior**, including but not limited to:

- **Racial slurs or language**
- **Comments, jokes, or gestures based on race, ethnicity, gender or cultural background.**
- **Bullying, exclusion, or harassment targeting a child's or staff member's identity.**

Any behavior of this nature will result in **immediate intervention**, and depending on severity, may lead to:

- **A written behavior report**
- **A meeting with parents/guardians**
- **Temporary or permanent suspension from the program**

We believe in educating children about respect, kindness, and empathy. While we understand children are still learning, intentional use of discriminatory language or behavior will not be tolerated and will be addressed swiftly and seriously.

Supervision during Disciplinary Actions

Staff members are committed to keeping 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 should 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 proper.

Basic Ground Rules for Participants

- **BE KIND, BE SAFE, BE RESPONSIBLE**
- Stay within designated areas of the ECC Program and always remain with a staff member.
- 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 – Break from the Program:

Should the child not respond positively to earlier interventions or if the behavior warrants immediate action, the Senior Director/Head Teacher will request the child's immediate removal from the program. A one-day break will be enforced, and further discussions with parents will occur to address the behavior and consider more measures if necessary.

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

Step 5 – Dismissal from the Program:

If disruptive behavior persists despite earlier 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
- 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 case of an emergency, all program activities will at once 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 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 proper 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 always remain accessible.

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 foster language development and sensory discrimination.
 - Developmentally proper practices throughout the program.
- **Creative Expression:**
Children have opportunities to express ideas and feelings through:
 - Arts and media
 - Dramatic play
 - Music
 - Language activities include 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:** Largest 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 support 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, using spaces such as the All-Purpose Room (APR), gymnasium, and library. Weather allowing, 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

Website: www.EastonCC.com

Thank you for being a valued part of our community!