



**2023-2024 Enrollment**  
 Child's Name: \_\_\_\_\_  
 Grade: \_\_\_\_\_

**For Office Use:**  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**ECC Before & After School Childcare (Re)Enrollment Package Checklist:**

Please review all forms prior to submitting to ensure they are completed, dated, and signed.

- Fee Agreement Form
- Payments
  - \$100 Annual Registration Fee (Per Child) \*Fee Automatically Charged
  - \$100 Deposit (New Participants Only)
- State of CT Health Assessment Record with Immunization Record (New Participants Only)
- Parental Consent Form
- COVID Waiver
- Emergency Contacts & Authorization for Pick-up/Medical Treatment for a Minor Form
- Automatic Payment Request Form
- Additional Forms Required if your child requires Medication/ Action Plan
- Forms MUST BE Emailed to [Info@EastonCC.com](mailto:Info@EastonCC.com) with the Subject Line as follows: Last Name, First Name, Grade, School, A.M. P.M. or FULL**

Failure to Follow the E-mail Format will result in processing delays.

Any questions, please contact us at: **(203)-459-9700 or [Info@EastonCC.com](mailto:Info@EastonCC.com)**

**Please indicate which school your child/children attend:**

Holland Hill School (HH)	
North Stratfield School	
Stratfield School	
Osborn Hill School	

**Holland Hill Program Hours**

**Before Care:** 7:00A.M-8:00 A.M.  
**After Care:** 2:45-6:00 P.M.  
 \*Children must be in our program by 7:45 A.M or they will have to wait with an adult until school door open

**OHS/NSS/SCC Program Hours**

**Before Care:** 7:00A.M-9:00 A.M.  
**After Care:** 3:15-6:00P.M.  
 \*Children must be in our program by 8:45 A.M or they will have to wait with an adult until school door open

## Enrollment Package:

### Registration Information:

A \$100.00 non-refundable annual registration fee per child is required to reserve your child's space in the program each school year.

- **For your convenience, if you do not submit a check for the registration fee and deposit along with your enrollment forms, we will automatically charge your credit card on file.**

### First-Time Enrollments:

With enrollment, the ECC requires **deposits** to be held on account. **Requirement is \$100** deposit per child the deposit will be held and rolled over year to year. The deposit will be applied towards the last installment payment of the last year of your child's enrollment in the program.

### **2023-2024 Tuition Fees**

PROGRAM	5 Day Cost Per Month
BEFORE SCHOOL Grades K-5	\$250
AFTER SCHOOL Grades K-5	\$360
FULL TIME (AM & PM) Grades K-5	\$475

**Payments:** Monthly tuition is due by the 1<sup>st</sup> of each month. There will be ten equal payments starting with June for September. There are no payments for July and August. All tuition/fees are due even if the child is absent for any reason, as you are paying for a spot filled by your child.

**Tuition is payable by credit card, cash (receipt given) or by check payable to:** Easton Community Center. If you wish to have your credit card billed automatically on the first of each month, please indicate that on the Automatic Credit Card form. Otherwise, we will **only** automatically charge your card if we do not receive payment by the 7<sup>th</sup> of the month. We will invoice and send receipts monthly via email so it is very important that we have your correct email address. Checks may be given to ECC staff at the site, or mailed to ECC, 364 Sport Hill Road, Easton, CT 06612.

**Returned Check Fee:** \$25.00

**All fees are non-refundable.**

**Declined Credit Card Fee:** 1<sup>st</sup> time no charge, 2<sup>nd</sup> time \$15 fee, 3<sup>rd</sup> time \$25 fee

**Late Pick-up Fees:** Beginning at 6 pm, the parent/guardian will be charged a \$15.00 late fee and an additional \$15.00 for every 15-minute period that follows. This charge will be invoiced immediately. Please read the Parent Handbook for additional policies and procedures.

**Late-payment:** If habitual late payments are made or a payment is 1 month late, the ECC reserves the right to remove a child from the program.

***I have read and agree to the returned check, declined credit card, late payment and late pick-up fee policies.***

Parent/Guardian Signature: \_\_\_\_\_

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

# Enrollment Fee Agreement

2023-2024 school year

**Family Discounts (families with more than 1 child enrolled):**

A \$20.00 discount per additional child for full-time participants and \$10 discount per additional child for part-time participants will be applied if there is more than one (1) child from the same family enrolled in the program. This discount will apply monthly to the youngest child's fees.

<b>Parent/Guardian Name(s):</b>	
<b>Child's Name:</b>	
<b>Date of Birth:</b>	
<b>Level of Service: (circle)</b>	<input type="checkbox"/> AM 5 Day <input type="checkbox"/> PM 5 Day <input type="checkbox"/> FULL (AM&PM)
<b>School</b>	HH <input type="checkbox"/> NSS <input type="checkbox"/> SCC <input type="checkbox"/> OHS <input type="checkbox"/>
<b>Grade During 2023-2024 School Year:</b>	Grade _____
<b>Gender:</b>	Male _____            Female _____ Other (Please Specify) _____
<b>Monthly Tuition: (circle)</b>	<input type="checkbox"/> \$250 <input type="checkbox"/> \$360 <input type="checkbox"/> \$475
<b>Registration Fee:</b>	<b>\$100.00 / per child - paid yearly</b>
<b>Deposit: (Does not apply to re-enrollments)</b>	<b>\$100 per child</b> Will remain on account and applied to the last monthly payment
<b>Start Date:</b>	<b>Tuesday, August 29th, 2023</b>

I have a second child I am enrolling in the fall of 2023:      Please circle one:     Yes    or     No

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Parent's City, State, Zip: \_\_\_\_\_

Parent's Phone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parent 1 Employer Name \_\_\_\_\_ Parent 2 Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer Address \_\_\_\_\_

Employer Phone Number \_\_\_\_\_ Employer Phone Number \_\_\_\_\_

I am aware that if my tuition is not received by the 7<sup>th</sup> of any given month, my credit card information kept on file will be automatically charged in order for my child(ren) to remain in this program.

Parent / Guardian Signature \_\_\_\_\_

# Parental Consent Form

\_\_\_\_\_ I have read and discussed the ECC Childcare Program Discipline Policy for the 2023-2024  
(Initial) school year.

\_\_\_\_\_ I have read and discussed the ECC Before and After School Programs Parent Handbook  
(Initial) for the 2023-2024 school year.

\_\_\_\_\_ I give permission for my child \_\_\_\_\_ to participate in the program at  
(Initial) (Please print child's name)  
the following locations at the Fairfield School campus:

- |                 |                    |                          |
|-----------------|--------------------|--------------------------|
| ✓ APR/Cafeteria | ✓ Front Playground | ✓ Library / Media Center |
| ✓ Gym           | ✓ Blacktop Area    | ✓ Classrooms             |
| ✓ Playgrounds   | ✓ Fields           |                          |

\_\_\_\_\_ I give permission to the ECC for photographs to be taken during childcare to be used in  
(Initial) promotional materials.

\_\_\_\_\_ I give permission for the ECC staff and Fairfield Public Schools teachers and administration to  
(Initial) release, share or discuss all pertinent information and documentation regarding my child for the 2023-2024 school year. This includes, but is not limited to I.E.P, 504 plans, behavior plans, and speech/language issues.

\_\_\_\_\_ If the ECC is cancelled due to an early closing/cancelled after school activities in the afternoon,  
(Initial) the alternate plan for my child will be:

Please circle one:

**Bus**

**Walker** picked up by \_\_\_\_\_

\_\_\_\_\_ I understand that if I need to change my child's level of care or withdraw completely from the  
(Initial) program, I must complete a Withdraw/Change Form and give 2 weeks' notice.

\_\_\_\_\_ I understand that unproductive parent/staff meetings, failure to report or share pertinent  
(Initial) information that may interfere with the program's ability to provide an effective and positive environment for my child may result in dismissal from the program at the childcare coordinator/facility director's discretion.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Name & Grade (Print)

\_\_\_\_\_  
Print Name

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

# Easton Community Center

## Emergency Contacts & Authorization for Pick-Up

Holland Hill School DCCC.70170	North Stratfield School DCCC.16645	Stratfield School DCCC.70475	PlayTots Preschool DCCC.16494	ECC Camps YCYC.00647
--------------------------------------	--	------------------------------------	-------------------------------------	----------------------------

The names of at least one or two individuals, in addition to parents, who are authorized to pick up your child, must be on file with the program. If anyone else will be picking up your child, it is imperative that you notify the ECC. The ECC staff shall not release a child to anyone who is not authorized in writing for pick-up.

Child's Name: _____		Date of Birth: _____	
Parent/Guardian Name: _____		Parent/Guardian Name: _____	
Cell: _____	Work: _____	Cell: _____	Work: _____
E-mail: _____		E-mail: _____	
Employer: _____		Employer: _____	
Employer Address: _____		Employer Address: _____	

### Password for Unusual Pickup Authorization \_\_\_\_\_ (optional)

*This password should be kept confidential. Only the parent and the ECC staff will know it. The password is used as a means of positively identifying a parent if they call the center to authorize an unusual pick-up. This password may also be used for the curbside sign-out. The pick-up person does not need to know the password. They will need to show a photo ID.*

### Emergency Contacts & Authorized for Pick-Up (Other than parents)

Name _____	Relationship _____	Phone Number _____
Name _____	Relationship _____	Phone Number _____
Name _____	Relationship _____	Phone Number _____

Check here if a court order exists limiting who may pick up your child/children from childcare, please bring in a copy of the court order, and a picture if available. Otherwise, we will assume that either parent can pick up your child or children.

### Doctor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Town: \_\_\_\_\_

In the event of an emergency requiring a physician's care, do you wish us to call your family physician?  Yes  No

## AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

I, \_\_\_\_\_ give my consent for the First Aid and CPR certified staff of the Easton Community Center to administer first aid and CPR to my child, \_\_\_\_\_. In the event of a medical emergency I, \_\_\_\_\_ give my consent to have my child, \_\_\_\_\_ transported to the nearest hospital. I will be responsible for all medical fees.

Preferred Hospital: \_\_\_\_\_

Allergies to drugs or foods: \_\_\_\_\_

Please list any special medications or pertinent information: \_\_\_\_\_

Signature (Parent or Legal Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Date of Enrollment \_\_\_\_\_ Last Day of Enrollment: \_\_\_\_\_

# Easton Community Center

## Automatic Payment Request Form (Mandatory)

Please indicate if you would like your credit card information below to be automatically charged by the first of each month, by checking off "automatic payment." This credit card information will be held on file at the Easton Community Center and will only be available to our employee that is responsible for receiving tuition payments for processing.

- Please check one:**  Automatic payment each month  
 Only charge my card if payment is not received by the 7<sup>th</sup> of any given month

Child's Name(s): \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_ 3-digit code on the back of your card or 4-digit CID for AmEx \_\_\_\_\_

Name on Card \_\_\_\_\_

Your Phone Number \_\_\_\_\_ Monthly Tuition Amount if Known \_\_\_\_\_

Billing Address including Zip Code \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Person Responsible for payment\*

**Once the charge has been processed, you will receive an email confirmation for your records.**

### For Office Use Only

	Date	Employee
<b>Add to member comments</b>		
<b>Level of service</b>		
<b>Grade</b>		
<b>CCARE</b>		
<b>Add cc to household</b>		
<b>Link CC for autopay YES or NO</b>		

## Easton Community Center Before and After School Program

### Childcare Withdrawal or Request for Modification Form

Child/Children \_\_\_\_\_ | Date: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ | Program: NSS, HH, SCC, OHS  
(Please Circle One)

**\*Please Note: We require two weeks' notice to process changes in service**

#### Request in Change / Addition of Care Level:

One Time Request. Date care is needed: \_\_\_\_\_ (A.M. P.M. FULL)

On-going Childcare need; Date care will begin \_\_\_\_\_ | Date Care will End \_\_\_\_\_

Change From:		Change To:	
Before School		Before School	
After School		After School	
Full Time (A.M. & P.M.)		Full Time (A.M. & P.M.)	

#### Withdrawal:

Complete Program Withdrawal Effective Date: \_\_\_\_\_

**\*Please be advised that changes can result in a modified tuition amount\***

Signature of Parent: \_\_\_\_\_ | Date \_\_\_\_\_

Signature of Head Teacher: \_\_\_\_\_ | Date \_\_\_\_\_

Signature of Childcare Director: \_\_\_\_\_ | Date \_\_\_\_\_

Office Use Only:	
Date Received:	Received By:
Date Changed:	Changed By:
Date Comment Changed:	Comment Changed By:
Head Teacher Notified Change Complete:	CCARE Removed from RecTrac:
Add to Change Book:	Cancel Future Bills

**\*\*Please keep this discipline policy for your records.  
Please do not submit this with your forms. \*\***

### **DISCIPLINE POLICY:**

Implementation of Discipline Policy:

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits
- Redirection

When disputes arise among children or between a child and staff member, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

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

1. Always stay within the specified areas of the ECC Program with a staff member. Never wander off on your own.
2. Always listen to the directions of the staff members'/playground assistants. If you don't understand or agree, listen first and discuss with the staff member later.
3. Keep your body to yourself. No hitting, kicking, spitting or fighting is allowed.
4. If someone hurts you, tell him or her to stop and tell a staff member right away. Don't hurt them back.
5. Leave other people's belongings alone. Do not take other people's things without permission.
6. Be respectful of the property (games, toys, etc.) of the ECC program and school – treat it like your own.
7. Think about the words you speak. Words can help and words can hurt. Using inappropriate or nasty words, teasing and making fun of others is not tolerated.

In the event that a child fails to follow these basic rules, or other directions given by the staff, a sequence of corrective techniques will be employed by the staff to help the child and to avoid any possible disruption.

### **Step 1 – Reminder of Rule(s)**

In the case of a minor behavioral situation, the child will be reminded of the rule he or she is forgetting or breaking and be asked to correct the behavior accordingly. Most issues are addressed at this level with the staff member in order to correct small lapses in judgment.

### **Step 2 – Time Out**

If a child seems to be having difficulty with correcting inappropriate behavior, by either repeating behaviors already identified as unacceptable or refusing to acknowledge the seriousness of an infraction, staff members may utilize a "time-out". This calls for a staff member to separate the child from the group's activity and discuss more in depth the reason for the "time-out". The duration of the "time-out" depends on the age of the child, nature of the presenting problem and the judgment of the staff member in charge. The child will remain under constant supervision during the "time-out" period. At the conclusion of the "time-out", the child will be reunited back with the group and rejoin the activity. The parent will be notified of the situation by the staff member in charge. All incidents describing the situation which led to the "time-out" will be documented in the child's file.

### **Step 3 – Early Pick-Up**

If it becomes clear that a child in the program is not responding to the staff's attempts to help correct an unacceptable behavior, you will be contacted about the current situation and may be asked to pick-up your child immediately. If an immediate pick-up is not possible, we may contact you in their presence and ask you to reinforce our efforts over the phone with your child so that they understand that both the staff and parents take the Program Rules seriously. The child may be asked to sit out of activities for the rest of the program that day if they cannot regain composure.



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

In the rare event that a child fails to respond with a change in behavior after experiencing the 3 steps outlined above, or in the event that the problem is serious enough to skip directly to this point, the Program Director/Head Teacher will contact you and tell you your child must be picked up from the program immediately and a one-day\* suspension will be required to take place the next day the child is scheduled to attend. At this time, the circumstances surrounding the problem will be explained fully and we may suggest a meaningful duration of suspension from our program.

**First Offense: Early pick-up and one-day suspension**

If a child continues to display disruptive behavior or has any other difficulties adjusting to the program, the situation will be discussed with the Program Director/Head Teacher and the parent(s) in order to provide recommendations for developing a plan toward resolution.

**Second Offense:**

If another offense should occur that results in suspension, the Program Director/Head Teacher will enforce a suspension up to one week.

In the event that suspension from the program is ineffective or deemed insufficient to address the problem behavior, we may exercise our right to terminate a child's enrollment for the remainder of the school term. The Head Teacher will contact the program's consultants for advice before step 5 is implemented.

**Third Offense: Consideration for Step #5**

Situations that could possibly lead to this step may include serious, willful injury to another child or staff member; blatant disregard for the safety of other children and/or staff; serious, willful destruction of another person's belongings or ECC/School property; and/or a child's clear statement of intent to disregard the program rules and/or staff's directions.

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

If a child continues to display disruptive behavior or has any other difficulties adjusting to the program, the situation will be discussed with the Childcare Director/Head Teacher and the parent(s) in order to provide recommendations for developing a plan toward resolution.

Dismissal from the program is seriously considered when the health, safety and welfare of the child(ren) are of concern, other children or staff are at risk, or when it affects the productive operation of the program

The Program Director/Head Teacher reserves the right to permanently remove any child(ren) from the program based on, but not limited to:

- Violations of the pick-up policy
- Persistent disciplinary problems with the child
- Demonstrates aggressive or threatening behavior towards staff or children such as hitting, kicking, biting, etc.
- Unproductive interactions on the part of the parents/ guardians and any other situations that interfere with the ability of the program to provide an effective and positive environment for the children.
- Failure to provide/discuss all pertinent information and documentation related to a child's IEP, behavioral reports and past or present diagnoses pertinent to the child's success in the program.

\*If any child destroys school property during our program hours, his or her parent will be responsible for any expenses deemed necessary by the school.