

EASTFORD ELEMENTARY SCHOOL  
BEFORE AND AFTER SCHOOL PROGRAM  
STUDENT/PARENT HANDBOOK



2021-2022

Before and After School Program (BASP)  
2021-2022

**Statement of Purpose:** To provide quality activities and child development programs for children during before and after school hours, early dismissal, professional development and some vacation days.

**Hours of Operation:** The program is opened Monday-Friday 7:00 - 8:25 a.m. and 3:20 - 6:00 p.m.; early dismissal days from 12:30 p.m. – 6:00 p.m. The program will also be opened on professional development days and some vacation days with varying hours based on need. We aim to accommodate the needs of our working families as best we can. The program will be open on all student days during the official school year. The program **will not** operate on legal holidays, snow days, and emergency closing days.

**Registration:** A one-time registration fee of \$25.00 is required. It is not charged for renewals after the first year or for use during a vacation week. Families with more than one child attending will pay only one registration fee. The fee is non-refundable unless space is unavailable.

**Fees:** Every month an invoice will be emailed and payment is due by the 15<sup>th</sup> day of the next month. Payments should be mailed to the school or dropped off in the office. **If your income level would qualify you for a reduced rate, please submit the “free milk” form available in the school office along with income documentation.** If you prefer to pay weekly or biweekly, please let the office know. *Care for Kids* money can be used to pay for this childcare program. Cash, checks, and credit or debit cards are all acceptable forms of payment.

**Fee Waiver:** During an absence of more than three days (due to illness), fees may be waived. Documentation from the child’s physician may be requested in order for a fee waiver to be considered.

**Snow Days and Emergency Delays/Dismissals:** If Eastford Elementary School closes for the entire day because of snow or another emergency situation, the program **will not** be available. If there is a delay in opening, the morning program will be delayed by the same amount of time. If there is an early dismissal from school because of snow or another emergency, the afternoon program will likely close early for everyone’s safety. The exact time of closure on emergency early closing days will depend on the circumstances. If conditions necessitate closing the program between 3:20 and 6:00 p.m., the staff will make every effort to contact parents as soon as possible after we know.

**Admission:** Admission to the Eastford School Age Child Care Program is open to all children who attend the Eastford Elementary School.

**Scheduled Attendance:** Children may attend one, two, three, four, or five days per week. They may attend mornings only or afternoons only or any combination. Admission will be on a first come, first served basis. It is important, however, that the school know the schedule at least two weeks in advance so that staff can be appropriately scheduled.

**Drop-Off and Pickup:** Each child attending the program must be signed into the program in the morning and out of the program in the evening. A parent or designee must come into the building to sign a child in and out. No child may be dropped off at the Eastford Elementary School unless a program staff member is present.

**Food:** A nutritious snack will be provided during the afternoon program. All children must bring their own lunch on professional development/vacation days.

**Contacting Staff:** If you need to contact program staff for any reason, please email Melinda King at [mking@eastfordct.org](mailto:mking@eastfordct.org) or call the Eastford Elementary School at 860-974-1130 between 7:30 a.m. and 4:00 p.m. and leave a message.

**Other Activities during After School Hours:** Children will be able to leave the program to attend other activities in the school (clubs, sports), but parents will be responsible for fees for time reserved, not actual time spent at the program, except for homework club attendance which results in a reduced rate. Each child's schedule must be on file at the school and a form is available for this purpose. Please notify the school if there is a temporary or permanent change to this schedule.

**Temporary Use of the Program:** As long as you are registered, and the program is not full, you may sign up your child(ren) when she/he is not scheduled to attend by submitting a written request or calling the Eastford Elementary School office. If there is space, the school secretary will notify a parent by phone or email. Children who are not regular participants in the BASP should bring a note to school about the change in their after school routine on the days they wish to use the program. The program is not available on an hourly basis; fees will be charged per session according to chart of fees.

**Notification of Change in Attendance:** One week's notice is required if there is a change in number of days attending per week.

**Late Payments:** If payments are late for more than two weeks, a 10% late fee is charged. If payments are four weeks late, your child will not be enrolled for the next month. Please contact the principal as early as possible if you are experiencing financial difficulties.

A \$25.00 fee is charged for checks returned by a bank to cover bank charges.

**Late Pickup:** In consideration of the staff, we ask that parents pick up their children no later than 6:00 p.m. Repeated lateness may result in suspension of service by the program and/or the following late fees applied:

One time late - no charge

Second time or more – from 6:06 : \$20.00 each time

**Health Records:** Since the program is part of the Eastford Elementary School, the School Nurse will share pertinent health information with the BASP staff. All BASP staff members are certified in First Aid and CPR. The School Nurse may not be on-site during the hours of operation of the BASP. Medication may be administered to participating students in accordance with Board Policy and Regulations 5144.

**Medical Emergencies:** If a medical emergency arises, the program staff will attempt to contact you and they will also call 911.

The obligations of the BASP relative to the provision of special education and/or related services to students participating in the BASP shall be in accordance with the Individuals with Disabilities Education Act, 42 U.S.C. § 1401 et seq., Section 504 of the Rehabilitation Act and applicable state law.







**Board of Education Policies and Supervision:**

All Eastford Board of Education Policies are applicable to BASP staff and students participating in the BASP. Staff will supervise students at all times while in the BASP. Students in grades PK-2 will be escorted by an adult if they need to leave the program area to use the bathroom, or for any other reason. Older students may be visually supervised from a distance if they need to leave the area. Each year program staff will be trained on the BASP policies, plans and procedures and this will be documented.

With regard to **student conduct**, the BASP and/or Superintendent of Schools reserve the right to dismiss any student from the BASP, without a formal hearing, for any period of time, should the student engage in any of the conduct included in Section III of Board Policy 5116, Suspension/Expulsion/Exclusion/Removal.



The Eastford Elementary School's Before and After School Program is proud to work within the school. Following are some key features:

-  **Qualified caregivers seek to implement a program that keeps children safe, active, and learning.**
-  **Caregivers maintain current First Aid and CPR certification.**
-  **Activities, facilities, equipment, and approaches are suited to meet the needs of the range of developmental stages of school age children.**
-  **Children are cared for by staff members with whom they can develop secure relationships in the familiar environment of the school.**
-  **There will be time for children to relax before or after school. Staff designate time daily so that children can begin or complete their homework assignments while at the program.**
-  **With the use of the school outdoor equipment and the gymnasium, the program offers children many opportunities for exercise, structured and free play, and organized games.**

# Eastford Elementary School

Before and After School Program (Grades PK-8)

Registration Form 2021-2022

\_\_\_\_/\_\_\_\_/ New registration

\_\_\_\_/\_\_\_\_/ Renewal

**Parent(s)/Guardian(s):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**STUDENT(s):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade : \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade : \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade : \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade : \_\_\_\_\_

**Registration:** A one-time registration fee of \$25.00 is required. It is not charged for renewals after the first year or for use during a vacation week. Families with more than one child attending will pay only one registration fee. The fee is non-refundable unless space is unavailable. Please include this fee with your registration.

(If you have more than one child who will attend all of the same days, only one form is necessary. If your children have different attendance schedules, please fill out one form for each child.)

**Please list phone numbers where parents can be reached during Before and After School Program hours**

\_\_\_\_\_

**Email Address(es):** \_\_\_\_\_

**Name of person to be contacted if we cannot reach you in an emergency:**

**Name and relationship** \_\_\_\_\_ **Phone** \_\_\_\_\_

**I give permission for the following three friends/relatives to pick up my child when necessary:**

1. \_\_\_\_\_ **Phone** \_\_\_\_\_

2. \_\_\_\_\_ **Phone** \_\_\_\_\_

3. \_\_\_\_\_ **Phone** \_\_\_\_\_

**I give permission for my child to participate in after school activities on school grounds such as academic support, sports and enrichment programs.**

Note: The Office and the Nurse will provide emergency contact information and medical information. **Please check the sessions that your children will attend on a regular basis and include an estimated arrival or pick up time.** For example - if your child plans to attend Monday and Thursday morning from 7:30 to 8:25, and every afternoon until 4:45, you should write 7:30-8:25 in the Before School boxes for Monday and Thursday and you should write until 4:45 in every box for the After School section. Separate notices will be sent for future vacation days and shortened days. You will receive an invoice when we receive your registration. **Fees are billed each month and are due by the 15<sup>th</sup> of the following month. Make checks payable to "Town of Eastford".**

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7:00 to 8:25					
Before School 8:00 to 8:25					
After School 3:20-6:00					
After School for Students who attend Academic Support/Homework Club (4:30-6:00)					

\*\*\*Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Board of Education reserves the right to increase these fees at any time during the school year. You will receive 30 days notice if the rates are increasing.**

	1 child	2 children	3 or more children
Before School 7:00 to 8:25	\$5 per day	\$9 per day	\$13 per day
Before School 8:00 to 8:25	TBD*	TBD*	TBD*
After School 3:20 - 6:00	\$10 per day	\$19 per day	\$25 per day
After School for Students attending the Invitation only academic support (homework club) until 4:30 (Grades 3-8 only)	\$7 per day	\$14	\$21
Full Day on Professional Development Day or Vacation Day Field Trip	\$25 (including price of field trip) per day	\$50 (including price of field trip) per day	\$65 (including price of field trip) per day
Professional Development Day or Vacation Day—No field trip	\$25	\$40	\$50
Shortened School Day (12:30 - 6:00)	\$15	\$28	\$40

\*TBD: Proposed rate change is \$1.00 per student per day.

**EASTFORD ELEMENTARY SCHOOL  
2021-2022 SCHOOL CALENDAR**

July-21						
0 days						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August-21						
2 days						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	A	31				

September-21						
20 days						
S	M	T	W	Th	F	S
			1	2	B	4
5	C	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October-21						
20 days						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	D	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November-21						
18 days						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	E	12
13	14	15	16	17	18	19
20	21	22	F	F	F	27
28	29	30				

December-21						
16 days						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	G	G	25
26	G	G	G	G	G	

January-22						
20 days						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February-22						
18 days						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	I	I	23	24	25	26
27	28					

March-22						
22 days						
S	M	T	W	Th	F	S
		1	2	3	J	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April-22						
15 days						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	K	16
17	L	L	L	L	L	23
24	25	26	27	28	29	30

May-22						
21 days						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	M	31				

June-22						
10 days						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- August**  
26 Teachers Only - Professional Day  
27 Staff Only - Professional Day  
**A 30** First Day for Students
- September**  
**B 3** No School  
**C 6** Labor Day - No School
- October**  
**D 11** Columbus Day - No School
- November**  
**E 11** Veterans Day - Prof Dev - No School  
**F 24-26** Thanksgiving Break - No School
- December**  
9 Parent Conferences - Evening  
10 Parent Conferences - Early dismissal 12:30  
**G 23-31** Holiday Vacation
- January**  
**H 17** Martin Luther King Jr Day - No School
- February**  
**I 21** Presidents' Day - No School  
**I 22** No School
- March**  
**J 4** Professional Development Day - No School  
24 Parent Conferences - Evening  
25 Parent Conferences - Early Dismissal 12:30
- April**  
**K 15** Good Friday - No School  
**L 18-22** Spring Vacation
- May**  
**M 30** Memorial Day - No School
- June**  
14 PROJECTED Last Day for Students  
Early dismissal 12:30  
Early Dismissal: 12:30 PM  
December 10, March 25, Last Day
- Trimesters End:**  
November 30, March 11, Last Day
- Report Cards:**  
December 7, March 18, Last Day
- Progress Notes:**  
October 20, February 2, May 6, Last Day

This calendar represents a core, 182-student day schedule; weather-related changes to this calendar will be made as necessary.

If on February 1, five instructional days have been cancelled, school may be in session on February 22.

Approved by Board of Education: 12/10/2020