

**Children's Learning Centers of Fairfield County  
Parent Manual**

**Version 1.0**

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## Welcome to Children's Learning Centers of Fairfield County (CLC)

Our mission statement: Children's Learning Centers of Fairfield County enriches the community as the leader in early childhood development by providing comprehensive, high-quality early childhood education and care programs for all families.

CLC supports this mission through our programming and philosophy.

### **CLC is a place that is fun to explore, because we know this is how preschoolers learn best.**

- Our curriculum is play based
- We offer children many ways to learn the skills they will need for kindergarten
- We have plenty of toys and age appropriate games
- We rotate toys to provide children with a stimulating atmosphere
- Materials and toys are on low shelves where children can independently and safely select what they want to play with
- Children are offered choices and can play in a large group, a small group, or by themselves
- We have pictures and books that celebrate different ethnic and cultural backgrounds
- Our materials are logically organized-- paper is near markers, smocks are near easels and water tables
- Our staff and administrators are always available to make CLC programs the very best possible

### **CLC is a lot like your home.**

- We display pictures of the children and their families
- Children are treated with loving respect
- There are special places for your child's belongings
- We serve children a healthy breakfast, lunch, and snack
- We help children learn to take care of themselves: dressing, washing hands, and brushing teeth

### **CLC is a place you can trust.**

- We have daily routines using consistent schedules so children can learn the order of events and know what to expect
- We have safe indoor and outdoor areas to play in and explore
- Our well-trained staff members continue to expand their education
- We hold ourselves to the highest standards, exceeding most city, state, and federal requirements
- We provide parents with special bulletin boards and communication

## About Children's Learning Centers of Fairfield County

CLC has been a leader in developing and implementing high-quality and affordable early childhood education and care programs since 1902. We provide a variety of comprehensive programs to meet the needs of families with children 6 weeks-five years old: Head Start, Early Head Start, Child Development, School Readiness and a private program. Our locations are accredited by the National Association for the Education of Young Children (NAEYC) or reviewed through the Office of Head Start Monitoring to help ensure quality and safety.

CLC offers a comprehensive curriculum, on-site healthcare providers, family service workers, nutrition and enrichment programs that set us apart from other early childhood education providers. We collaborate with Yale University to offer the breakthrough Preschool RULER program to develop social and emotional skills in young children.

We believe children deserve a safe, caring environment where they can grow towards their greatest individual potential, each at his/her own pace. Our staff are both educators and caregivers. Preschool should be a positive, life-enhancing experience – one in which families and educators join together to create a world of warmth, love, and safety for our children.

We believe that families have the right to feel secure and comfortable. You are welcome to visit your child's classroom at any time.

We believe our staff should be professional, well-trained and excited to be with children throughout the day.

The goals of CLC are broad-based and comprehensive, with the primary goal of serving the whole child. To achieve this, we consider the needs of the community, family, child, and the child's daily educators.

To create a safe, caring environment that meets the emotional, social, developmental, health, nutritional, psychological, and education needs of your child, we:

- Admit children on a non-discriminatory basis.
- Promote and facilitate each child's individual development and self-esteem.
- Provide care and services for children with special needs.
- Create a happy, healthy, productive experience for each child.
- Make children aware of the community and world around them in their day-to-day lives so that they may participate fully in the opportunities of life.
- Provide appropriate developmental experiences to help every child become ready to continue and succeed in school.

CLC strives to diversify the enrollment of children and families from various racial, ethnic and economic backgrounds and to represent the rich diversity of the community.

CLC stresses the importance of cultural heritage and diversity. Classroom materials reflect a wide range of cultures and provide experiences that stimulate children's natural curiosity about the world around them, while celebrating each child's own cultural experience. Parents are invited to share arts and crafts that represent their own family background. We encourage parents and families to volunteer their skills or their time to the classroom to aid in these efforts.

We also have a duty to treat all children and families equally in all of our programs and services.

## **Our Staff**

### ***Teaching Staff:***

All CLC head teachers and teachers hold college degrees, generally in early childhood education or a related subject, or hold a Child Development Associate (CDA). Other classroom staff must have a minimum of a high school diploma and experience in child care.

### ***Classroom Ratios:***

Classroom child to staff ratios meet or exceed the state requirements with infant and toddler classrooms at 4:1 and preschool at a 10:1.

### ***Staff Training and Development:***

We believe that children have the greatest chance for success when their environment works for them. Not only does CLC strive to have the most up-to-date methods, practices, and policies, CLC also endorses the professional development of the teachers that interact with your child each day. Our staff members receive training in first aid, CPR, Universal Precautions including the procedure for correct diapering and hand washing techniques, administering medication, mandated reporter training for all suspected cases of child abuse and neglect, guidance and discipline, child development, curriculum and assessment, communication and relationships with parents. All staff must be certified in first aid, CPR and medication administration. Staff members receive in-service training to improve skills in working with children and families, and attend workshops and seminars sponsored by early childhood educators and organizations. Full-time staff members receive a minimum of 20 hours of in-service training each year.

### ***Education Staff:***

Education Coordinators, Cluster Coordinators and Instructional Coordinators are responsible for overseeing the implementation of the curriculum used by teachers for developmentally appropriate activities and learning opportunities. They are responsible for supervising the teaching staff, overseeing hiring, staff development, and scheduling concerns. Education staff meet with teachers and parents as needed to discuss developmental milestones for your child, answer questions regarding curriculum, or discuss a child's individual progress based on periodic assessments.

Instructional coordinators, staffed through the Stamford Public Schools, work with children at various CLC classrooms and work with staff to develop and implement learning experience plans and assist with children's transition to kindergarten.

### ***Family Service Staff:***

Family Service Staff are available to assess program eligibility, assist families with the waiting list process, set up tours of the facilities, determine monthly fees and conduct registration and intake appointments.

Once enrolled in the program, Family Service Staff are available to assist your family with adjustment to the program, provide clarification and information on policies and procedures, conduct individualized classroom observations of children, schedule parent conferences to discuss progress of children in the program, and respond to any concerns that may arise. Referrals to community agencies for additional support as well as crisis counseling are available through the Family Service office.

In the Head Start and Early Head Start program, Family Service Staff work in partnership with families. The Family Service Staff visit both home and classroom environments to perform informal observations and become acquainted with children and families. Family Strengths Assessments are conducted three times a year to identify goals and access community resources.

The Family Service Staff work as a team to ensure family compliance and continued program eligibility with state and federal funding sources. They routinely request updated documentation from families for income and nutrition program re-determinations.

***Special Needs Staff:***

Disabilities Coordinators, Education Coordinators, Family Service, Health and Nutrition staff monitor children's behavior, language, development, health and nutrition. CLC will make efforts to accommodate your child's unique needs within the boundaries of our program. If it appears that a child needs individualized plans or assistance from an outside agency that CLC cannot provide, the appropriate staff member will work as an advocate for the child and assist the family in coordinating services and referrals. CLC regularly collaborates with such programs as the Stamford Public Schools, Birth to Three and Child Guidance Center to ensure that children's health, mental health, and developmental needs are met. CLC invites and welcomes community service providers to provide services to children onsite at CLC. If onsite service is not available through the community, an individualized schedule and transportation plan are coordinated with the family.

***Health Staff:***

Nurses are available to assist teaching staff in monitoring children's health. Nurses work closely with the Family Service Staff and parents during the enrollment process and throughout the year to ensure that each child enrolled in the program has the required immunizations as well as a current health examination. Individualized health plans are required for children with chronic conditions. The health staff oversee or conduct screenings for vision and hearing.

***Nutrition Staff:***

Nutrition staff develop menus for children and work closely with a contracted food service company to ensure the delivery of meals to children at various sites is in compliance with our participation in the United States Department of Agriculture (USDA) Child and Adult Care Food Program. Nutrition counseling is available for families in need. Nutrition staff work closely with family service staff and parents to ensure that each child with a food allergy has required documentation and an individualized allergy plan.

***Facilities Staff:***

Facilities staff work on environmental and physical structure improvements, maintenance and repair to ensure compliance with safety standards for families and staff.

***Human Resources Staff:***

The Human Resource office conducts interviews for potential staff and performs background and fingerprint checks.

***Development Staff:***

Grant writing and fundraising efforts to improve the financial well-being of the agency are performed by the development office. Community collaboration is a focus of the development office.

***Strategic Partnerships Staff:***

Strategic Partnerships office oversees agency-wide enrichments (volunteer reading, music, etc), volunteerism, alumni program, and marketing.

***Finance Staff:***

Bookkeepers, accountants, accounts payable and accounts receivable staff communicate with families about fee collection and balance inquiries.

***Board of Directors***

As a not-for profit organization, CLC acts in the interest of the community and is governed by a volunteer Board of Directors that meets regularly provide oversight of CLC's finances, programs, and strategic planning.

***Volunteers:***

CLC welcomes parents and the community to contribute to the wellbeing of our children. CLC has a range of opportunities for volunteers, from organizing books to reading with the children in the classroom. Volunteers may visit one time only, or on a regular basis. At CLC, we treat our ongoing volunteers as if they are staff, and they receive all required background checks and trainings that staff receive.



## Programs and Services

### ***Child Development Program:***

This program offers care to children 6 weeks through 5 years old. There are no residency or work requirements that must be met to attend the Child Development Program. Operating hours are generally 7:30 a.m. to 5:30 p.m., Monday-Friday, in a year-round program. There is a set monthly rate. The *Care4Kids* subsidy is not accepted in this program.

### ***State Funded Child Development Program:***

Care is provided for 3 and 4 year old children whose families reside in the state of Connecticut. It is a full day program for children whose parents work 30 hours a week or more and whose gross family income is at or below 75% of the State Median Income. A sliding scale fee is available. Funding is provided through the Office of Early Childhood. Operating hours are generally 7:30 am to 5:30 p.m., Monday-Friday, in a year-round program.

### ***School Readiness Program:***

This program serves 3 and 4 year old children whose families reside in Stamford. Priority is placed on those families where all adults in the household are working or are in school for 20 hours per week for full time care. Full-day program operating hours are generally 7:30a.m. to 5:30p.m. A daily part-time program (2 <sup>3</sup>/<sub>4</sub> hours per day) is available in the morning or afternoon. School Readiness programs operate on a Monday – Friday, January – December schedule. The School Readiness Program is funded by the Office of Early Childhood. Eligible families pay a fee based on a sliding scale.

### ***Head Start Program:***

This program serves 3 and 4 year old children whose families reside in Stamford, Darien and Greenwich. The program offers a comprehensive early care and education service for children whose families meet the U.S. Department of Health and Human Services Poverty Guidelines. Care is offered on a part-time basis from 9:00 a.m.- 3:00 p.m. for families earning up to 100% of the poverty level. The program is free of charge. Head Start enrollment is on a need based priority. Programs can be either full year or part year. Extended day services are offered through School Readiness funds on a sliding scale fee for working parents and through the State Head Start funds.

### ***Early Head Start Program:***

Infant and toddler aged children are offered full time care in a center based program. The program offers a comprehensive early care and education service for families residing in Stamford whose incomes meet the U.S. Department of Health and Human Services Poverty Guidelines. Programing is full year and available on a full or part day schedule. Full day care is available on a limited basis and working parents are prioritized. Early Head Start serves families from Stamford who are at 100% of the poverty level. Early Head Start is a need based prioritized enrollment process that is free of charge for part-time enrollment and a set rate for full-time enrollment.

### ***Evaluation of Programs:***

We evaluate the quality of our programs on an annual basis using various instruments such as staff surveys, family surveys, monitoring visits, Office of Early Childhood measures, and the Head Start assessment form. Staff, parents and community members participate in these evaluations.

# Curriculum

## *Preschool*

All of our preschool programs use the Connecticut Early Learning and Development Standards and the Connecticut Preschool and Assessment Framework in conjunction with the Creative Curriculum. The Connecticut Early Learning and Development Standards were developed by the Connecticut Office of Early Childhood to help families, communities and schools to work together to support children's early learning and growth.

Teachers/Educators use the curriculum to intentionally plan ways for children to construct knowledge to make sense of their experiences. The curriculum content focuses on developmental domains including: cognitive (language and literacy, mathematical and scientific thinking); physical; social and emotional; and creative aesthetic expression. The curriculum is play based, centered on children's interests and is presented in a context that is inviting and stimulating. Children are encouraged to explore their environment while educators facilitate and scaffold the learning process.

CLC conducts developmental screenings and ongoing assessments of your child throughout the year. Teachers/Educators assess children by using the Connecticut Preschool Assessment Framework and observing their performance during typical classroom experiences. This enables educators to plan and implement curricula that address specific learning standards. A conference is then scheduled between the teacher/educator and the child's family to share observations and make plans together for the child. This system focuses curriculum planning on learning outcomes rather than activities. These assessments may be shared with the public schools as your child transitions to kindergarten. See page 45 for more information about the preschool to kindergarten transition plan.

The Head Start Program uses the Creative Curriculum as its foundation to promote young children's school readiness. The curriculum is aligned with the Head Start Child Development and Early Learning Framework. The Framework contains 11 domains and represents areas of child development and early learning essential for school and long-term success. Teaching Strategies Gold, a high quality assessment tool, is used to assess the children three times a year to monitor their progress and outcomes. The family is engaged throughout the whole process. Other methods of screening and assessment tools are used to determine appropriate developmental stages.

CLC has partnered with Yale Center for Emotional Intelligence to teach children how to recognize and gain control over their emotions. We use the RULER curriculum, an evidence-based approach for integrating social and emotional learning into schools. Parents also participate in training so that they can reinforce the emotional skills that children learn at school.

## *Infant/Toddler*

Our Infant/Toddler Program uses the Creative Curriculum for Infants, Toddlers and Twos, a curriculum steeped in early childhood research. It emphasizes the importance of responsive, trusting relationships and experiences during the first three years of life.

Observation and assessment are critical aspects of our curriculum. Knowing our children and how they are developing is the foundation for their learning. It is this information that helps to support the individualized plans and goals we implement for each child. Our goals and objectives cover all areas of early childhood: social/emotional, physical, cognitive, and language.

Our infant daily routine follows your child's schedule and is reflective of his/her individual needs. It is eating time when our infants are hungry and rest-time when they are sleepy. During their day with us, they are discovering sights, sounds, and the feel of their world, supported by a warm and nurturing staff.

Our toddler room offers learning centers with guided experiences and opportunities for independence. Their daily schedules allow for choice, self-directed and open ended activities, as well as small and large group experiences. Within a safe and nurturing environment, we provide our children opportunities to grow, to learn and to care for themselves and others through exploration and play.

In Early Head Start, Teaching Strategies Gold, a high quality tool assessment is used to assess the children three times a year to monitor their progress and outcomes. The family is engaged throughout the whole process.

# Early Learning and Development Standards

The Connecticut Preschool Assessment Framework concentrates on a document called the Child Profile. This assesses children in 30 benchmarks that teachers focus on through the Connecticut Early Learning and Development Standards. Teachers assess children through observation, work sampling, and language samplings. Children are also screened using the Early Screening Instrument (ESI). These tools are used to quickly screen and assess whether a child may need extra help in certain areas or need referrals for special services.

## Connecticut Early Learning and Development Standards

### **Cognition**

- Strand A: Develop effective approaches to learning
- Strand B: Use logic and reasoning
- Strand C: Strengthen executive function

### **Social and emotional development**

- Strand A: Develop trusting, healthy attachments and relationships with primary caregivers
- Strand B: Develop self-regulation
- Strand C: Develop, express, recognize and respond to emotions
- Strand D: Develop self-awareness, self-concept and competence
- Strand E: Develop social relationships

### **Physical Development and Health**

- Strand A: Develop gross motor skills
- Strand B: Develop fine motor skills
- Strand C: Acquire adaptive skills
- Strand D: Maintain physical health status

### **Early Language, Communication and Literacy/Language and Literacy**

- Strand A: Understand language (receptive language)
- Strand B: Use language (expressive language)
- Strand C: Use language for social interaction
- Strand D: Gain book appreciation and knowledge
- Strand E: Knowledge of print and its uses
- Strand F: Phonological awareness
- Strand G: Conveying meaning through drawing, letters and words

### **Creative arts**

- Strand A: Engage in and enjoy arts
- Strand B: Explore and respond to creative works

### **Early Mathematical Discovery & Mathematics**

- Strand A: Understand counting and cardinality
- Strand B: Understand and describe relationships to solve problems (operations and algebraic)
- Strand C: Understand the attributes and relative properties (measurement and data)
- Strand D: Understand shapes and spatial relationships (geometry and spatial sense)

### **Early Scientific Inquiry — Science**

- Strand A: Apply scientific practices
- Strand B: Engage in the process of engineering
- Strand C: Understand patterns, process and relationships of living things
- Strand D: Understand physical sciences
- Strand E: Understand features of the earth

### **Social Studies**

- Strand A: Understand self, family and a diverse community
- Strand B: Learn about people and the environment
- Strand C: Understand of economic systems and resources
- Strand D: Understand change over time

# Head Start Early Learning Framework

- Physical Development and Health
  1. Physical Health Status
  2. Health Knowledge and Practice
  3. Gross Motor Skills
  4. Fine Motor Skills
- Social and Emotional Development
  1. Social Relationships
  2. Self-Concept and Self Efficacy
  3. Self-Regulation
  4. Emotional and Behavioral Health
- Approaches to Learning
  1. Initiative and Curiosity
  2. Persistence and Attentiveness
  3. Cooperation
- Logic and Reasoning
  1. Reasoning and Problem Solving
  2. Symbolic Representation
- Language Development
  1. Receptive Language
  2. Expressive Language
- Literacy Knowledge and Skills
  1. Book Appreciation and Knowledge
  2. Phonological Awareness
  3. Alphabet Knowledge
  4. Print Concepts and Conventions
  5. Early Writing
- Mathematics Knowledge and Skills
  1. Number Concepts and Quantities
  2. Number Relationships and Operations
  3. Geometry and Spatial Sense
  4. Patterns
  5. Measurement and Comparison
- Science Knowledge and Skills
  1. Scientific Skills and Method
  2. Conceptual Knowledge of the Natural and Physical World
- Creative Arts Expression
  1. Music
  2. Creative Movement and Dance
  3. Art
  4. Drama
- Social Studies knowledge and Skills
  1. Self, Family and Community
  2. People and The Environment
  3. History and Events
- English Language Development
  1. Receptive English Language
  2. Expressive English Language Skills
  3. Engagement In English Literacy Activities

## Sample Daily Schedules

### Full Day Program

#### Monday-Friday Schedule

**Program Operating Hours: 7:30 AM-5:30 PM**

7:30-9:30	Arrival: Greeting, hand washing, breakfast, and choice-time activities
9:30-9:45	Morning Meeting: Welcome, attendance, daily schedule, job chart, guided-discovery, question of the day...
9:45-10:00	Whole Group: Read aloud/shared reading, music and movement, Introduce <i>Learning Experience Plan (LEP)</i> activities for learning centers
10:00-11:00	Small Group Center Time: <i>LEP</i> and choice-time activities
11:00-11:20	Clean-up classroom and bathroom
11:20-12:00	Gross Motor Play (playground/atrium) Whole group: Read aloud/shared reading, music and movement Set-up lunch
12:00-1:00	Hand washing, lunch, bathroom (brushing teeth), and quiet reading
1:00-3:00	Rest Time Teacher lunch and <i>LEP</i> time
3:00-3:30	Hand washing and snack Whole Group: Read aloud/shared reading, music & movement...
3:30-5:30	Gross Motor Play (playground/atrium) Small Group Center Time: <i>LEP</i> and choice-time activities Clean-up classroom, parent communication, and departures

**Half Day AM Program**  
**Monday-Friday Schedule**  
**Program Hours: 8:30-11:15 AM**

8:30-8:45	Arrival: Greeting, hand washing, and choice-time activities
8:45-9:00	Morning Meeting: Welcome, attendance, daily schedule, job chart, guided-discovery, question of the day
9:00-9:30	Gross Motor Play (playground/atrium)
9:30-10:00	Whole Group: Read aloud/shared reading, music and movement Introduce <i>Learning Experience Plan (LEP)</i> activities for learning centers
10:00-11:00	Small Group Center Time: <i>LEP</i> and choice-time activities, hand washing, and snack
11:00-11:05	Clean-up classroom
11:05-11:15	Group meeting, parent communication, and departures

**Half Day PM Program**  
**Monday-Friday Schedule**  
**Program Hours: 12:30-3:15 PM**

12:30-12:45	Arrival: Greeting, hand washing, and choice-time activities
12:45-1:00	Afternoon Meeting: Welcome, attendance, daily schedule, job chart, guided-discovery, question of the day Introduce <i>Learning Experience Plan (LEP)</i> activities for learning centers
1:00-2:00	Small Group Center Time: <i>LEP</i> and choice-time activities, hand washing, and snack
2:00-2:05	Clean-up classroom
2:05-2:35	Whole Group: Read aloud/shared reading, music and movement
2:35-3:05	Gross Motor Play (playground/atrium)
3:05-3:15	Group meeting, parent communication, and departure

**Head Start Program Daily Schedule (Extended Program)**  
**Monday-Friday Schedule**  
**Program Operating Hours: 7:30 AM-5:30 PM**

7:30-9:40	Arrival/Greetings/Hand washing/Table Toys/Play dough, Manipulative (quiet activities), Breakfast, Art Activities
9:40	Announce Clean up Time
9:45-10:00	Clean up/Bathroom
10:00-10:15	Circle Time/Story, Name Game, Songs
10:15-10:50	Outdoor
10:55-11:10	Wash Hands/Bathroom/Story Time
11:10-11:45	Small Group Activities/Art/Free Choice
11:45-11:50	Five Minute Warning Clean up
11:50-12	Clean up/Hand Washing/Dismissal for Lunch
12-12:30	Lunch Time
12:30-1:00	Bathroom, Tooth Brushing, Individual Reading Time
1:00-3:00	Nap Time/Team Meeting/ Paper Work
3:00-4:00	Snack Time/Pick up from Bus/Planning Time
4:00-5:30	Combine Classrooms/Free Play/Dismissal/Story Time/Teacher Directed Activities



## Parent Engagement and Involvement

The well-being of any child involves the whole family. Parents are strongly encouraged to attend all parent meetings and other events.

CLC regards each parent as the most important key to each child's healthy development. We believe in involving parents as completely as possible in our work. In addition to participation in classroom activities, learning experience excursions (field trips), workshops and meetings, parents actively work on curriculum and policies and participate in decision making through family committee meetings, Parent Advisory Councils, The Policy Council and membership on the CLC Board of Directors.

We have an open door policy, and we encourage parents to become a part of their child's experience. Enrolling parents/guardians are welcome to stop by a child's classroom at any time. Parents may also bring their skills and time into the classroom to share activities that promote cultural knowledge and understanding.

Parent engagement committees or groups are formed in each program. We encourage parents to get involved with these committees or groups to better understand and support the goals of CLC as well as promote programs that will help staff, parents, and children.

Activities are scheduled to support families in interactive literacy activities such as Reading Is Fundamental, Scholastic Book Fair, Book Mobile, and Visit with Me.

Enrollment in the State Funded Child Development Program requires participation in a least three (3) parent involvement events per year.

## Parent Responsibilities

### Children can achieve their greatest potential by:

- Getting a good night's sleep
- Dressing comfortably and appropriately
- Wearing sneakers or other shoes that promote safety
- Eating a healthy breakfast
- Starting each day by saying hello to their teachers and goodbye to their parents

### Parents:

- See that your child has proper food and rest.
- Choose comfortable clothing for your child that promotes independence in toileting and dressing.
- Meet your teachers and learn their names.
- Share information about your child's night and morning with your teachers.
- Maintain similar discipline techniques at home and in school to give your child a sense of consistency.
- Participate in classroom activities, learning experience excursions and events.
- Understand when your child comes home with paint, dirt and food on their clothing.
- Turn your cell phones off while at CLC. Please do not use your cell phone while you are picking up or dropping off your child.
- Monitor dates of your child's physical exam, medications and medication orders for expiration.
- Call the classroom teacher when your child will be arriving late or absent from school each morning and let them know why.
- Drop off and pick up your child according to the hours of care arranged at the intake registration.
- Send in the proper supplies (labeled) for your child each day.
- Sign your child in and out each day.
- Always say goodbye to your child.
- Welcome teachers into your homes during scheduled home visits (Head Start Program).
- Visit or volunteer in the center.
- Attend monthly family committee meetings and Advisory meetings.
- Respect other families by refraining from posting pictures of your child at CLC on public media if other children's images are present.
- Keep photo identification on your person at all times at CLC and have it available to present to staff upon request.
- Pay program fees in a timely manner.

# Supplies

## General Supplies

- Children may be required to bring supplies to the classroom in order to be accepted for the day. Unfortunately, CLC is unable to share supplies between families or provide extra supplies for your child.
- Supplies should be labeled with your child's first and last name and placed in a clean zip lock bag.

## Clothing

- Please provide a minimum of two complete changes of clothes (including socks and underwear) that are labeled with your child's first and last name. All clothing should be appropriate for the season. Seasonal clothing includes a sweater, jacket, hats, boots and mittens in cold weather, as we expect children to be outside as much as possible.
- If clothing is soiled during the day and the child must change clothes, it is the responsibility of the enrolling parent to bring a clean replacement to the classroom teacher prior to the child's return to the classroom.
- Drawstrings on clothing are not allowed due to a potential choking hazard.
- In classrooms where children are under the age of 3, please do not use beads, rubber bands, or barrettes in hair as they pose a choking hazard.
- Please send your child in shoes that are safe for the playground (rubber sole, closed toe). Children wearing open toed sandals or flip flops may not be able to participate in gross play activities.
- Occasionally in summer we will hold "water days" and invite children to bring in bathing suits, water shoes and towels. Parents will be notified of water day schedules for their individual classrooms. Participation in water day is optional; however, children will not be allowed to participate without all supplies.
- You may bring sunscreen and/or hat for sun protection. All sunscreen must be accompanied by a CLC topical medication form completed by the enrolling parent.

## Bedding

- Please provide a minimum of two sheets per child.
- Infants and toddler sheets should be the pack and play mattress size.
- Preschoolers should provide the regular crib size sheets for use on CLC cots, a blanket and stuffed animal/doll. Bedding is sent home every Friday.

## Bottles (Infant Room Only)

- All bottles should be placed in a clean sterilized Ziploc bag.
- If accepting the CLC infant formula parents must provide clean, clearly labeled sterilized bottles with infant's first and last name and date of birth written on the bottle; also include covered nipples. Bottles should be replaced daily and placed in a clean Ziploc bag.
- If not accepting the CLC infant formula parents must provide one clean bottle per feeding. Be sure your infant's first and last name are clearly written on bottle with date of birth and time formula was prepared. Bottles should be prepared in a clean sterilized environment at home. If using "Ready to Feed" formula, unopened cans with expiration dates can be left with the teachers. All bottles should be placed in a clean sterilized Ziploc bag.

- If your infant is on a specialty formula please be sure and discuss with nutrition manager prior to start date. Your infant will need sterilized bottles with first and last name and date of birth clearly written on each. Please also provide nipple covers.
- If breastfeeding please provide one clean bottle per feeding. Be sure infant's first and last name and date of birth are clearly written on bottle with the date the breastmilk was collected.

### **Diapers/Wipes/Diaper Cream (Child Development Infant & Toddler Room Only)**

- All diapering supplies should be labeled with child's first and last name. A topical medication form completed by a parent should be submitted with any diaper lotions provided. In Early Head Start center-based program, diapers and wipes are supplied by CLC.

### **Toys**

- Toys and educational supplies are provided by CLC and are kept in the classroom.
- Toys from home are discouraged as this may cause problems with other children in the classroom and foster inappropriate play. Teachers may designate special show and share days in the classrooms when items from home may be brought in for activities.
- CLC is not responsible for any lost, stolen, or damaged items that are brought into the facility from your home.

### **Toileting Readiness**

- In the Head Start program all children are enrolled regardless of their toileting skills.
- In the School Readiness and Child Development Programs, it is expected that all newly enrolled children in preschool programs are independent in their toileting skills.
- Diapering facilities are not available in preschool classrooms, other than the Head Start and Early Head Start Program.
- CLC does not allow any pull-ups or diapers to enter the preschool classrooms unless there is a documented medical or special need identified.
- Exceptions are made on an individual basis for children with special needs through the Family Service office for the Child Development and School Readiness Program. In the event of an approved special needs circumstance, an agency nurse will work closely with the education team, the child and the family to provide a diapering facility and training to staff.
- If a parent feels that a child is toilet trained and that the accidents are a result of regression or adjustment, there will be a meeting to strategize a toileting contract and plan with the family and staff.
- If a child is having toileting accidents in the classroom and is still developing the skill of toilet learning, parents must provide at least 3 pairs of cotton underwear, 3 pairs of rubber training underwear and at least 3 complete changes of clothing including socks and shoes on a daily basis.
- In the event that clothing is soiled throughout the day teachers will supervise and assist children in changing their clothing. Teachers will be encouraging a child's independence as much as possible during any toileting accident that occurs at school.
- The soiled clothing will be bagged and sent home for parents to clean daily.
- If clothing is sent home, parents must return with new items the next morning.
- At any time, parents may be asked to attend a toilet learning meeting with the teacher, education coordinator and family service worker to review consistency in toilet learning practices across the home and school environments.
- In some cases, where toileting interferes with the child's ability to participate in the preschool classroom environment, and referrals and strategies have been unsuccessful, the hours of care may be altered.

## First Day Tips and Reminders

- Meet your teachers and learn their names. If you show your child that you are comfortable with the staff, it will help your child to feel safe in your absence. Encourage your child to talk to the teachers if he/she needs anything during the day.
- Drop-off routine should be brief. Make sure that your child has been turned over to a teacher for comforting and guidance or that your child is engaged in a classroom activity before you leave; however, do not give in to your child's requests to stay on the first day. Prolonging your exit can result in a confused message to the child when you need to leave on time to get to work on future days.
- Remember that many children experience separation anxiety and that in most cases it is perfectly healthy for your child to express his/her distress through crying or tantrums.
- If the separation anxiety is severe or lasts a long time, a teacher or a Family Service Worker will arrange a meeting to strategize ways in which to ease your child's adjustment. Please do not hesitate to contact your child's teacher or Family Service Worker for assistance with adjustment to the program.
- Avoid the temptation of sneaking out of the classroom when your child is not looking. Although this may make the separation easier for you as the parent, it can be confusing and scary for your child. Instead, prepare your child in advance for the separation and repeat that you are leaving but that you will return. Children need to hear that their parent is returning to get them. Young children's concept of time is not fully developed at this age. Instead of giving them a time that you will pick up, ask the teacher what activity your child will be involved in when you pick up. Tell your child you will be back after that activity.
- Start talking about school today! Talk about what your child will see and do in school. Talk about the new friends your child will be meeting. Discuss appropriate ways of communication with peers and adults in a classroom setting. Discuss how it might be different than being at home or with a babysitter (sharing toys, following routines, sitting and listening).
- Show enthusiasm and excitement about school. If your child feels that you are happy with the environment, he/she will be more likely to explore the room.

## CLC Policies and Procedures

CLC policies and procedures have been developed and revised periodically based on a combination of CLC philosophy, funding source requirements, accreditation standards, and local and federal requirements. By virtue of enrollment in a CLC program, the enrolling parent agrees to be responsible for reading and following the policies and procedures outlined.

We are available to meet with your family in order to review or explain any of the policies further at any time that a question arises, in the language you feel most comfortable using. If a parent is unable or unwilling to follow any or all of the policies as outlined in the manual, or if there is a pattern of not following one or multiple policies for any reason, a child's care may be suspended and an enrolling parent may be required to attend a meeting with a Family Service Worker and/or Director before the child can return to the classroom. During the meeting, CLC will attempt to educate the family on the reason for the policy and the consequences of not following the policy.

CLC is open to suggestions and feedback to improve the way we serve you and your family. CLC attempts to respond to all parent concerns about the program in a prompt manner, keeping the safety of the children, and the staff at the forefront of all concerns.

Occasionally, CLC is not an appropriate fit for the needs of a child or family. If differences cannot be resolved or if policies are not followed, a decision as to whether or not CLC will continue to provide care will be determined by staff. Suspension and withdrawal may result from the inability or unwillingness to comply with agency policy in some situations.

### 1. Application and Enrollment

#### a. Eligibility

1. The School Readiness Full Day program is available to all Stamford residents.
2. The State Funded Child Development Program offers full day care to Connecticut residents where all adults in the household demonstrate a need for care 30 hours a week or more due to work or school. Children enrolled in the State Funded Child Development Program must show a need for care due to adults working or in approved school or training 30 hours per week or more. Consistent and regular attendance is expected
3. Parents who do not meet the eligibility requirements of the State Funded Child Development Program may be eligible for enrollment in our private Child Development Program.
4. The Head Start Program offers weekly, part-day care to residents of Stamford, Darien and Greenwich that meet income guidelines.
5. Early Head Start is available for infants and toddlers in a full time center based program for families that reside in Stamford. Families must be at or below the U.S. Department of Health and Human Services Poverty Guidelines. Enrollment is prioritized by need.
6. Program registration requires that families submit documentation, including income, to determine initial eligibility and periodic ongoing re-determination.

#### b. Application and Enrollment

1. Enrollment is an ongoing, year-round process. The availability of spaces in the program fluctuates throughout the year.

2. Families may complete and submit a CLC Inquiry Form at any time, free of charge.
3. Tours of the facility are available by appointment.
4. Children may be enrolled by custodial parents or legal guardians.
5. Enrolling parents will attend an intake registration appointment and must submit a non-refundable registration fee of \$35.00 (not applicable in Head Start or Early Head Start). This fee may be paid by cash or money order.
6. Applicants are required to provide documentation at the initial registration appointment in order to determine eligibility. Intake registration appointments must be rescheduled if families do not bring the required documentation.
7. Requested documentation is subject to change based on child/family needs as well as funding source requirements.
8. CLC will review documentation after it is submitted during the registration appointment. The review process takes a minimum of 48 hours.
9. A classroom start date will be offered to your child in writing once all required documentation is submitted and approved.
10. If a family declines a classroom assignment when care is offered, the child's file will be held for a period of one year. The parent should contact CLC in order to place the child back on the list for the next available enrollment. Additional follow-up paperwork and meetings may be required.
11. If a child does not attend school on the scheduled start date, a space will be held for a period of up to two weeks while staff attempt to get in touch with the family. Families are responsible for payment during this time. After two weeks, the space can no longer be held and the family will have to be placed back on the list.
12. By enrolling at CLC, parents grant permission for their child to use all of the play equipment and to participate in all activities of CLC. If you have a concern about your child's participation and would like your child to be excluded from certain activities or equipment, you may submit a request to the Family Service office in writing for consideration and discussion. Exceptions may be granted for children with medically documented special needs.

### **c. Enrolling Parent**

1. A child may only be enrolled by a legally recognized custodial guardian. This legally recognized custodial guardian may be a single biological parent, two biological parents, or a guardian appointed by the court system. The guardian(s) are then identified as the "enrolling parent(s)."
2. When biological parents reside in the same household as a child, both biological parents assume the role of enrolling parent at CLC.
3. When biological parents reside in different households, the role of enrolling parent is assigned to the parent of the household where the child resides more than 50% of the days of CLC operation.
4. Whether one or both parents reside with an enrolled child at CLC, both biological parents are recognized as having legal rights to educational information and access to the child.
5. An enrolling parent at CLC is responsible for signing the registration paperwork and any additional paperwork throughout the year such as incident reports, updated emergency forms, permission slips, and release of information forms.
6. The enrolling parent will agree in writing to participate in our program policies and guidelines and has been informed of our parent requirements. The enrolling parent is responsible for communicating important information to any other caregivers or non-enrolling parents of the child as needed.

### **d. Custody and Custody Restrictions**

1. When a single enrolling parent completes an emergency form, we ask if there are any custody restrictions for the other biological parent. These restrictions must be outlined on the emergency form, and supporting documentation from the court must be submitted to CLC in order to enforce the

restrictions. Additional supporting documentation is required in any and all instances where parental rights have been restricted or terminated.

2. Once provided with court outlined parenting plans, CLC will abide by such plan without alteration. Changes to existing plans must be made in the court system and may not be altered by enrolling parents.
3. If an enrolling parent submits a birth certificate for a child, the information listed as legal mother and father will be followed. If a mother does not list the father's name on the birth certificate we will assume that paternity has not been established unless we receive valid court documentation proving otherwise.
4. If there is no court ordered restriction to a biological parent provided to CLC then CLC staff will provide all legal guardians (whether custodial or not) with information pertaining to the child's education and allow access to the child on CLC premises.
5. CLC does not share private enrollment documentation with non-custodial biological parents. This includes, but is not limited to, financial documents used to determine the fee.
6. In some programs, a child's fee is based on the income of the adults residing in the house that are legally responsible for a child. Financial information will not be shared with a biological parent that has not enrolled and is not living in the same household/family unit.
7. If a biological parent of an enrolled child is legally married and the spouse is not the biological parent, CLC will include both adults income in the household but will not extend parental rights to the enrolled child unless there is court documentation of a legal adoption.
8. CLC maintains a neutral position in parent custody cases and seeks to create a safe environment for all children. If an event arises due to a custody dispute that creates an undue hardship to CLC or is disruptive to the classroom functioning, CLC will require a parent meeting and an agreed on plan of action to move forward with care. This plan of action may require the use of community agency referrals.
9. Although we have an open door policy for parents, CLC cannot be utilized as a supervised visitation site for families if there are court ordered restrictions in place for access to a child. A referral to a community agency will be made in this circumstance.
10. CLC will abide by the enrolling parent's request as to who may or may not pick up his/her child with the exception of a biological parent.
11. If one parent requests that a biological parent not be allowed to pick up or visit the child, we will request a certified written court document outlining the parenting restriction. If there is not a court document, the family will be referred to the Family Court for additional support and clarification.

#### **e. Changes to Enrolling Parent/Household Composition**

1. Any changes to the enrolling parent status or legal guardian after the initial intake registration must be accompanied by a Power of Attorney Form. This form must be submitted to the Family Service office prior to the temporary change in guardianship. The Family Service office may require proper written documentation and a meeting with a Family Service Worker prior to a child returning to the classroom after changes to the enrolling parent have occurred.
2. The purpose of a Power of Attorney Form is for situations of voluntary and temporary changes in household composition where the legal and custodial guardian will be out of the enrolled child's household for a period of time not to exceed 30 calendar days and an alternate adult is to be given temporary authority as a caregiver of the child.
3. The Power of Attorney Form must be notarized. Do not sign the form unless you are in the presence of the notary. A notary may be available by appointment at one of the CLC locations.
4. The enrolling parent and the temporary caregiver should both be present at the meeting with the Family Service Worker. The temporary caregiver should bring photo identification such as a driver's license, or a passport with them and present it to CLC staff.
5. Any other changes to a household's composition must be reported to the Family Service office within 48 hours of that change.



6. A meeting with a Family Service Worker and additional documentation may be required.
7. If there is a concern that a child does not have appropriate legal guardianship arrangements, CLC staff will report the concern to the Department of Children and Families.
8. In the Child Development Program and School Readiness Program, a child may be excluded or suspended from the program for a period of up to 2 weeks due to a concern with guardianship. If guardianship cannot be established during the 2 week exclusion period, a child may be withdrawn.
9. The CLC Family Service office will refer families to the Family Court/Probate Court when there are concerns with custody or guardianship that will extend over a 30 day time period.

## 2. Monthly Fees

### a. Fee Determination and Redetermination

1. There is a \$35.00 non-refundable CLC agency processing fee, per child, due at the first registration appointment for School Readiness and Child Development programs. Money orders or exact cash will be accepted for the processing fee. Please note that cash is not accepted at CLC for any further payments after the processing fee.
2. Documentation of income is required from all family members in the household to determine eligibility for subsidized programs offered at CLC. According to agency guidelines a “family” is defined as: a parent(s) by blood, marriage, or adoption, a parent’s spouse, and their minor children who reside together; legal guardian; or a foster child.
3. If families choose not to submit household income, the child will not be eligible for subsidized care and must apply through the private Child Development Program.
4. Family income must be at or below 75% of the State Median Income in order to be eligible for the State Funded Child Development Program and at 100% of the poverty level to be eligible for the Head Start and Early Head Start Program. The School Readiness Program will consider family size and income to calculate a family fee percentage.
5. If enrolled in either the School Readiness Program (Full-Day, Part-Day, or Extended Day) or the State Funded Child Development Program, a monthly fee will be determined based on the program’s current fee scale guidelines.
6. A monthly fee is determined based on gross earnings from salaries, wages and tips for the parent(s) and/or the parent’s spouse, including but not limited to commissions, overtime and bonuses, and rental income.
7. All sources of income should be presented to determine household earnings and eligibility. Gross earnings used to calculate the fee, as determined by:
  - a. A month’s worth of current and consecutive pay-stubs.
    - i. If a parent does not have pay-stubs, a letter on company letterhead may be submitted containing gross pay, hours and work schedule. If a letter is submitted that is not on company letterhead, it must be notarized.
    - ii. Self-employment income is the total gross profit from the business enterprises remaining after the total cost of business expenses or cost of production of the income is deducted from the gross income. If a parent is self-employed, a current and complete tax return (including schedule C) or a quarterly tax return from an accountant must be submitted. The amounts for self-employment or Schedule C cannot be less than zero when calculating “gross earnings”. Additional earnings collected include but are not limited to: pensions, rental income, income from boarders, estate or trust income, royalties, Social Security or Supplemental Security Income, Veteran’s benefits, unemployment compensation, worker’s compensation, alimony, foster care payments, lottery winnings, cash assistance (TFA) from federal, state and/or municipally funded assistance programs.

8. Additional income verification may be requested to complete the registration process. Family Service Workers require you to provide information regarding household earnings whenever necessary. This may be as a result of a third party inquiry to meet our regulations.
9. Fees are reviewed with parents. Parents are provided copies of fee calculation documentation.
10. Any increase or decrease in income or change in family composition should be discussed with the Family Service Worker within 15 days so that fees can be adjusted accordingly. There are no retroactive credits.
11. Re-determination of fees and program eligibility is a mandatory process for all State Funded Programs. The School Readiness Program and the State Funded Child Development Program re-determines fees on an annual basis. Income documentation must be submitted to a Family Service Worker upon request.
12. Families may consult with a Family Service Worker at any time regarding how fees are determined.
13. If a parent submits any incorrect, intentionally misleading, or fraudulent documentation to qualify for one of the Children's Learning Centers of Fairfield County's subsidized programs, CLC may require the parents to pay back fees for the difference between the amounts they were charged and the amount they should have been paying.

#### **b. Care4Kids**

1. Care4Kids is an additional subsidy program offered and administered by the State of Connecticut. If identified as eligible for Care4Kids, families agree to submit an application and any necessary documentation or paperwork in accordance with the designated deadlines. If a State Funded Child Development Program family does not comply with Care4Kids requirements, they may be subject to withdrawal. The Care4Kids application is voluntary for School Readiness and Head Start enrollment. Family Service and Subsidy Coordinator staff will assist families with Care4Kids applications and understanding the requirements.
2. The fee set at intake is temporary pending Care4Kids approval if your family is eligible. There may be a change in your fee based on the Care4Kids guidelines. Once a certificate is issued, CLC charges the amount allocated on the Care4Kids certificate as the monthly fee.

#### **c. Fee Payment**

1. The first payment for all families is due during the registration process and prior to your child's first day of school.
2. Fees are paid in advance for the following month. Monthly fee payments are due at drop-off on the last Friday of the month, unless otherwise specified.
3. Fees and fee collection dates are subject to change, and you will be given at least 30 calendar days' advance notice of any changes.
4. All payments must be for the month; CLC does not accept daily or weekly payments.
5. A full monthly fee is charged whether or not your child is present, regardless of the reason for absence. If your child will be, or has been absent for a number of days during the month, the monthly fee will still be assessed. This allows your child to continue in the program when he or she returns.
6. The finance office will place in your child's cubby a written invoice showing the amount due, the classroom collection date, the date a late fee will be charged, and the date exclusion will take place each month. If you do not receive this invoice, please contact the finance office. It is the parent's responsibility to make payment prior to the first day of the month.
7. A personal check or money order will be accepted as methods of payment. The child's full name, classroom and account number must be indicated on check or money order payments.
8. Credit card payments can be made in person at the finance office located at 64 Palmer's Hill Road or a Credit Card Authorization Form can be filled out and submitted to the finance office. Credit card payments cannot be taken over the phone.

9. If payment is not made to the designated fee collection box by the due date, parents must travel to CLC administrative offices at 64 Palmer's Hill Road to pay at the finance office during office hours (8:00 am-5:00pm). Parents must show a receipt of payment in order for the child to return to the classroom after the exclusion date.
10. Fees are not charged for the week that CLC is closed in December. Fees are also not charged for the School Readiness Part-Day program during the winter/spring break.

#### **d. Late Payment Fee and Non-Payment Exclusion**

1. If fees are not paid in full prior to the late fee date, a \$10.00 late payment fee will be charged.
2. In addition to the late fee, a child's services will be denied and the child will be excluded from the classroom for lack of payment in the School Readiness and Child Development Programs. During exclusion, a child's enrollment space will be held up to two weeks in order for the parent to make full payment.
3. Parents remain responsible for the monthly payment at all times during exclusion. If payment is not made by the end of the exclusion period, the child will be withdrawn from the program by the Family Service office. The Head Start and Early Head Start Program will reduce the hours of services to part-day.
4. Once a child is excluded, all payments must be made directly to the finance office at 64 Palmer's Hill Road. A written receipt from the finance office will be necessary for the classroom teachers to accept your child into the classroom again and end the exclusion.
5. An ongoing pattern of late or non-payment may result in withdrawal from the program.
6. In the event of default in payment, the enrolling parent agrees to pay collection costs and reasonable attorney fees. Children enrolled in Head Start and Early Head Start will continue to receive part-day services.
7. If a child is going to be absent for one or more weeks, the parent(s) must receive approval from the Family Services Staff in advance. Parents are required to pay their child's monthly fee in advance for an absence of one or more weeks if a fee payment date is scheduled during the requested vacation time.
8. Checks that are returned for insufficient funds are subject to a \$35.00 fine for the first check and \$50.00 fine for the second check. The check amount and the penalty must be paid by money order or credit card within 48 hours of notification. Please be aware that a bounced check represents an unpaid fee. If a check is returned on a delinquent account, we reserve the right to deny service. Payment for a bounced check must be delivered to the Finance Office at 64 Palmer's Hill Road. Teachers will not accept these payments. If checks are returned for insufficient funds two times, CLC will no longer accept a check as payment, and your fees must be paid by money order or credit card for the duration of your child's care at CLC.
9. There is \$35.00 minimum for all credit /debit transactions. All credit/debit transactions must be made in person at the 64 Palmer's Hill Road location during the finance office business hours.

#### **e. Late Pick up Fee**

1. If a child is picked up late after the closing of the classroom, a late pick-up fee is automatically charged to your child's account and must be paid in addition to the monthly fee. The late fee is \$15.00 for the first 10 minutes (any part of the first 10 minutes) that the child is not signed out of the classroom, and \$1.00 per minute from that point forward. Fees are charged for late pick-up regardless of the reason. Late fees are automatic and not at the discretion of teachers and cannot be waived.

#### **f. Credit or Balance at Withdrawal**

1. Involuntary withdrawal: After a two week non-payment exclusion period, CLC reserves the right to withdraw the child based on lack of payment. In the event of default in payment, the enrolling parent

agrees to pay collection costs and reasonable attorney fees. Children enrolled in Head Start and Early Head Start will continue to receive part-day services.

2. Voluntary withdrawal: An enrolling parent must notify the Family Services office within 60 calendar days of a child's withdrawal to request any credit left on the enrolling parent's account. The request must be made in writing and a current address must be documented in the written request. Once the written request is received, a check will be issued within 15 business days of the request and will be mailed to the given address. Refunds will not be issued after 60 calendar days of a child's withdrawal date.
3. Any credit on an account (including Care4kids credits) will not be refunded until the enrolling parent has completed CLC's withdrawal process.
4. In the event that a family declines their child's placement, the first payment is refundable up to 60 calendar days in advance of the child's start date. Written request should be submitted to the Family Service office. A copy of the receipt of payment must be attached to the written request, along with a current address. Once the written request is received, a check will be issued within 30 business days of the request and will be mailed to the given address. If it is less than 60 days prior to the start date, a refund will not be given.

### **3. Hours of Care**

#### **a. Scheduled Hours**

1. Children must be dropped off and picked up according to the hours scheduled through the Family Service office. Full day programs typically set a child's hours of care based on both the work/school schedule of the adults in the household and the operating hours of the classroom, allowing for ½ hour of transportation time. Changes to hours of care must be preapproved through the Family Service office.
2. When a parent works the evening shift, or when all of the adults in the household are not working, the hours of care are set at 8:30 a.m. - 3:30 p.m. each day in School Readiness or Child Development unless other arrangements are approved through the Family Service office.
3. Head Start program operates on a part time basis from 9:00 a.m. to 3:00 p.m. Extended day services may be offered to working parents through School Readiness and Head Start funds.
4. Head Start and Early Head Start operate on either a school year or full year calendar.
5. A child in Head Start or Early Head Start must maintain 85% attendance monthly.
6. Child Development and School Readiness Full Day programs operate as full year programs for 12 months per year. These programs operate between the hours of 7:30 a.m. and 5:30 p.m. Holidays and closings are posted on a yearly calendar.
7. School Readiness Full Day and Extended Day children must attend at least 7 hours a day, 5 days a week. School Readiness Part Day children must attend at least 2 ¾ hours per day, 5 days per week per grant/funding requirements.
8. The School Readiness Part Day program operates according to both the Stamford Public School calendar and the CLC calendar for holidays and closings.
9. If you are notified that your child's classroom will be closed temporarily during the summer months, care will be offered at an alternate location in the Child Development or School Readiness year round programs.
10. Children must attend during each reporting period as defined by the funding sources or the child may be withdrawn from the program.

**b. Arrival and Sign-In**

1. In an effort to create a seamless learning environment for families and staff, arrival policies should be respected and followed. Arrival and departure policies ensure we have the classroom staffed at the correct ratio and enough food for the classroom.
2. All children must be accompanied and properly supervised by an adult when on CLC premises. CLC may in some instances authorize a youth aged 15 years or older to drop-off a child if the youth has been deemed sufficiently mature and responsible. This must be discussed with the Family Service Worker in advance.
3. Parents and emergency contacts must have valid picture identification available at all times to present to staff when signing children into the classroom.
4. Accompany the child to the classroom. The adult responsible for dropping the child off at CLC must sign the child into the classroom daily and agree to write their full first and last name legibly, as well as the time signed in.
5. CLC will not assume responsibility for a child that is not signed in to the classroom in writing.
6. The adult responsible for dropping the child off at CLC must make contact with and be acknowledged by the classroom teacher prior to leaving. Children must not be dropped off outside the building or in the hallway of CLC.
7. All children must be dropped off in the Full Time School Readiness or Child Development program prior to 9:30 a.m. each day. Late drop off is considered any time after 9:30 a.m. and before 12:00 noon. Repeated late drop off (3 or more times) may result in exclusion of the child from the classroom for the day.
8. Parents agree to call the classroom staff in the morning if a child is going to be late or absent to notify the teacher of the reason for absence.
9. A child may be accepted in the classroom up until 12:00 (noon) with advance approval through CLC administration. If a child arrives later than 12:00 (noon) without prior consent, the child will not be accepted into the classroom for the day.

**c. Open Door Policy**

1. CLC has an open door policy for enrolling parents and guardians to contact or visit their child's classroom at any time during operating hours as long as the visit does not interfere with program activities and other children in the classroom.
2. All adults entering CLC must have valid picture identification on them at all times and agree to present this identification to CLC staff upon request.
3. Parents visiting classrooms in the morning at the drop-off time or at the end of the day may create anxiety for their own child or other children waiting to be picked up by their parent. If a prolonged drop-off or pick-up visit is affecting other children in the group, a teacher may ask a parent to reschedule the visit or shorten the process.

**d. Departure**

1. Enrolling parents/guardians are responsible for ensuring that their child is picked up prior to closing time of the classroom whether or not they are the actual person picking up or assigning a designated pick-up contact.
2. Parents and designated emergency contacts must have picture identification available at all times during pick-up of children.
3. All children must be accompanied and properly supervised by an adult when on CLC premises. CLC may in some instances authorize a youth aged 15 years or older to pick-up a child if deemed mature and responsible by both the family and CLC staff.

4. If CLC staff deems it necessary for a child to be picked up earlier than their scheduled hours for any reason, parents agree to come within one hour of being contacted. Reasons for early pick-up could include but are not limited to behavioral/safety concerns, illness, facilities issues, or weather related concerns.
5. If a child is picked up after closing time, a late fee will automatically be charged to the family on the next monthly invoice. (Please note that classroom teachers will not be given discretion as to whether or not to apply a late fee)
6. If a child is picked up after the closing of the center repeatedly (3 times or more), a child may be suspended or withdrawn from the program. Children enrolled in the Head Start and Early Head Start Program will receive part-day service only.

#### **e. Adjustment**

1. Every child in the School Readiness and Child Development Program is monitored over a 30 day adjustment period.
2. For the first few days of school, all children enrolled in CLC programs will follow an adjustment schedule of gradually increasing hours.
3. Children who are able to adapt to the program during the first 30 days will be put on a regular schedule of care and pass through the adjustment period.
4. If adjustment issues arise during the first 30 days, children may remain on shortened hours of care. (Not applicable for Head Start and Early Head Start Programs).
5. Children may have their hours of care shortened at any time during the 30 day adjustment period. The shortened schedule will be determined on a case by case basis and will be tailored to your child and the classroom group environment needs.
6. Parents/guardians may be required to attend a parent meeting to discuss strategies to help children adapt to the large group setting.
7. If children are not able to adjust after the first 30 days, and efforts have been made to help the child, the situation will be discussed and a child may receive an extension to the adjustment period. Shortened hours of care may continue until CLC staff and parents are comfortable that the group environment is appropriate for the child at this time.

#### **f. Learning Experience Excursions (Field Trips)**

1. Occasionally classroom field trips will be planned to utilize the surrounding community to support and enhance learning. Parents will be asked to sign an individual permission form describing the event and the mode of transportation.
2. Parents may be asked to accompany children on these learning experience excursions and special events or alternate care arrangements may be made for your child.
3. Parents give permission for their child to leave the school premises under the supervision of a staff member for neighborhood walks and learning experience excursions.

### **4. Communication**

#### **a. Daily and Weekly Communication**

1. Parents may request a language interpreter at any time during their communication with staff and CLC will make arrangements on behalf of the parent.
2. CLC communicates verbally and in writing during drop off and pick up through an enrolling parent or their designee for pick up. Please make sure to communicate with the person who picked up your child to find out if any important information has been shared.

3. CLC staff and administrators also communicate information to parents through classroom cubbies/mailboxes. Your child's cubby/mailbox should be checked every day by a parent or designated contact for any letters, newsletters, flyers, or other important information.
4. A weekly log is posted in the classroom to help keep parents aware on a regular basis of what is happening.
5. In the infant program, a daily log is posted and a copy can be brought home daily.
6. Parents or others wishing to distribute information at CLC, including placing leaflets or information in children's cubbies or posting items on the bulletin boards, must have the material reviewed and approved by a CLC Director. We suggest that parents mail invitations to special events unless the entire classroom is invited.
7. Please note:
  - a. It is the responsibility of the enrolling parent to disseminate CLC information to the alternate biological parent.
  - b. It is the non-custodial parent's responsibility to request an individualized written and verbal communication plan to share information from CLC in the event that communication between parents is compromised or legally restricted. All attempts will be made to accommodate requests.
  - c. In the event of a non-enrolling parent communication request, a meeting with a Family Service Worker may be necessary in order to outline a plan.

#### **b. Parent Conferences**

1. On an ongoing basis, teachers keep parents informed of any changes in a child's physical or emotional state, sleeping or eating habits and general behavior.
2. Additionally, parent conferences are scheduled with teachers on a regular basis. Parents may also request a conference at any time to discuss their child's progress. During the conferences, staff and parents will discuss ways to meet the children's needs and to help them develop in the best ways possible.
3. Conferences are typically held in person. Sign up times are posted in the classroom. Notices will be sent to enrolling parents encouraging them to participate. Requests for phone conferences will be approved on an individual basis.
4. Conferences and home visits also clarify how parents and staff can work together. They also make evident the role parents will need to play to make the program rewarding and meaningful for the entire family. Family Service Workers and Home Visitors work in partnership with the families to help them access community resources and achieve their goals.
5. Through Family Partnership agreements (HeadStart), Intake Registration, and Family Service Plans (HeadStart), families and staff can jointly identify needed services in the community such as English as a Second Language classes, job training, legal and immigration services, library services, health insurance, parenting and counseling services, or housing to name a few. CLC makes a Community Resource Guide available to parents and families at enrollment and communicates information to parents about community resources routinely.
6. All CLC staff are available for parents to discuss issues or concerns or to give feedback regarding positive experiences they have had at CLC.
7. Our administrative staff will inform parents about critical issues, policy changes or alterations, and upcoming events through letters sent home by the classroom teachers.

## **5. Confidentiality**

### **a. Release of Information**

1. Strict confidentiality of all family information is always maintained. CLC will not release information to a third party without your knowledge unless we are legally required to do so.
2. As part of our regulations, information may be shared with any of the following agencies, depending on your type of enrollment with CLC:
  - a. The Lindley Food Service Corporation
  - b. The Connecticut Office of Early Childhood
  - c. The Connecticut Department of Health/The Stamford Department of Health
  - d. The Connecticut Department of Social Services
  - e. The Connecticut Department of Education
  - f. The City of Stamford Board of Education
  - g. The Stamford Public Schools
  - h. The Connecticut Department of Children and Families
  - i. The Office Of Head Start
  - j. The National Association for the Education of Young Children
3. If an enrolling parent requests that CLC share information with another agency or person other than described above, a release of information form must be completed with the Family Service office.
4. At times, CLC will request that a parent sign a release of information so that CLC can communicate with other organizations that are providing services to your child in order to ensure we are working together to provide the best possible care and education to your child.

### **b. Photograph and Video Policy**

1. CLC takes pictures and videos of enrolled children for use in educational instruction, classroom identification and parent involvement activities.
2. Parents who do not wish to allow CLC to take and use pictures and videos of their child for educational use may at any time submit a written request to the Family Service office.
3. CLC also takes photographs and video for use in media, publicity and funding endeavors. Parents are asked to clarify their wishes for their child's video and picture to be allowed for this purpose in writing during the intake registration interview. Parents may change their request at any time in writing to the Family Service office.
4. CLC will not identify a child by full name with any picture.
5. In order to protect and respect the confidentiality of all children at CLC, if a parent chooses to take video or photographs of their child on CLC premises and other children are included in the picture, parents agree to only use the photograph for their own personal use and not to publish it or post it to any social media or other internet source.
6. It may be necessary in certain cases to restrict parents' ability to take photographs and video of their child on CLC premises.

## **6. Absences**

### **a. Vacation and other Absences**

1. Parents must submit a vacation request form in advance of a child's absence when the absence will be one week or longer. Parents may choose to submit a vacation request form at any time.



2. Family Service Staff will approve or deny the vacation request based on attendance requirements per program reporting periods. Parents should not finalize vacation plans until the absence has been approved.
3. Absence for vacation is typically approved for up to 2 weeks.
4. CLC does not guarantee an enrollment space for a child when the family requests a vacation longer than 2 weeks. Requests over 2 weeks will be accommodated on an individual basis only.
5. If a child does not return as planned after a scheduled vacation, and the attendance requirements are jeopardized, the Family Service staff reserves the right to automatically withdraw a child. In the Head Start or Early Head Start program the Family Service Staff will contact the family or will make a home visit before withdrawing the child or putting the child back on the waiting list.
6. All programs will contact the family within 3 days of absence to provide assistance if the family has not contacted CLC first.

#### **b. Exclusion and Withdrawal**

1. If an enrolling parent/guardian chooses to withdraw a child prior to aging out of the classroom/program, a CLC Withdrawal Form must be submitted to the Family Service office a minimum of 2 weeks prior to the requested withdrawal date. If the form is not received and reviewed by the Family Service office as stated above, CLC reserves the right to apply the 2 weeks to the family's fee. All withdrawal forms should be submitted directly to the Family Service office and not handed into the classroom. It is recommended that the enrolling parent call ahead to make a scheduled appointment with a Family Service Worker.
2. If a child is absent for a period of 2 weeks or more for any reason and the absence has not been preapproved in writing through the Family Service office, the child may be withdrawn from the School Readiness and Child Development programs.
3. If service is denied or a child is suspended for any reason including a finance or health exclusion, parents will remain responsible for the monthly fee. A child's enrollment space will not be held longer than 2 weeks before a child is withdrawn in School Readiness or Child Development. Head Start families may have their hours of care reduced.
4. Families may be issued a 30 day notice of withdrawal for consistently not meeting the required days/hours of attendance. Head Start and Early Head Start will follow its attendance policy.
5. If CLC receives misleading, false or fraudulent information about families including but not limited to household composition, household income, employment, residence, or custody information, we reserve the right to terminate care immediately.
6. If an enrolling parent cannot provide appropriate supplies and/or emergency contact documentation, a child may be suspended or immediately withdrawn from the program. Re-enrollment will be individually determined and may require a meeting with a Family Service Manager or Program Director.
7. If there is a pattern of policies being broken at CLC, the child may be suspended or withdrawn from the program.
8. If there is a safety concern to the child, the staff, or the classroom, the child's care may be suspended or terminated immediately.

#### **7. Screening and Assessment**

1. CLC conducts developmental screenings and ongoing assessments of your child.
2. Information on results of developmental screening and assessments will be shared with enrolling parents as well as noncustodial parents at parent/teacher conferences.
3. Enrolling parents give permission for their child to participate in all necessary screening procedures such as speech, language, and development by enrolling their child in the CLC programs.

4. Additionally, parents give permission for their child to participate in Stamford Public School Kindergarten Readiness Screenings and early intervention and prevention classroom activities conducted on site at CLC by Stamford Public Schools staff
5. The Stamford Public School Instructional Coordinator is given access to the child file for the School Readiness Programs.
6. Stamford Parents give permission for CLC to forward family information including names, addresses and phone numbers to the Stamford Public Schools as a part of assessment and transition.
7. Stamford Parents give permission for CLC to forward children's CLC kindergarten transition folder to the Stamford Public Schools.
8. If enrolling parents wish to restrict access to child/family information or to revoke permission to share information with the Stamford Public School staff for the purpose of screening, assessment or transitioning between programs, they must submit their request in writing to the Family Service office.

## **8. Behavior**

### **a. Discipline**

1. The main goal when disciplining young children is to instill self-controls in the child in place of teacher-maintained external controls. To establish this, teaching staff focus on building a positive self-concept by offering children developmentally appropriate choices and consequences for their behaviors.
2. Staff shall not use physical methods of any kind to discipline a child. Staff shall neither tie nor bind children. Physical restraint shall be used only to protect the safety and health of the child or others. No child shall be exposed to abusive, neglectful, humiliating or frightening means of punishment under any circumstances. No child shall be deprived of food for disciplinary reasons. If a child is removed from an activity or group for disciplinary reasons, he/she will be redirected to an alternate activity.
3. The following positive guidance techniques will be used to assist children in learning:
  - a. Modifying/altering the environment and classroom instruction.
  - b. Modeling appropriate actions and problem solving techniques.
  - c. Direct instructions with positive statements. Positive statements give children an idea of what the expectations are.
  - d. Giving children choices that are acceptable to the staff.
4. Children will be encouraged at all times to learn to understand and express their feelings in appropriate ways.
5. Children's positive behavior will be reinforced with praise.

### **b. Behavioral/Safety Concerns**

1. Parents/guardians agree to meet with a CLC administrator or teacher regarding any difficulties that their child may have in the classroom.
2. Incidents are reported to parents in writing using a CLC Incident Report. Incident reports are sent home with the enrolling parent/designated pick-up contact.
3. A child with behavioral or safety concerns will receive assistance from staff, parent and in some cases outside consultants with parental consent. If the classroom environment seems to be inappropriate for the child, CLC will implement strategies such as shortened hours or reassignment to another classroom. In addition, the Head Start Program may provide home-based services to the child.
4. To ensure that children receive the support they need, a referral to a community agency for additional support and assistance may be required for a child's continued enrollment in the program.
5. Whenever possible, CLC staff will give parents of a child in the School Readiness or Child Development Program a 30 day notice of withdrawal when it is due to behavior concerns.

6. If safety cannot be maintained, or if a child has caused harm to him or herself or to others, this notice may be waived and temporary denial of service, suspension or withdrawal may occur immediately.

### **c. Provisional Policy**

1. All children are enrolled to CLC on a 30-day adjustment period to the program. The first 3 days of attendance for every child will be set on adjustment hours where care is offered on a limited basis and hours of care gradually increase.
2. Within the 30-days a child's hours of care may be altered and/or a child's care may be terminated immediately due to adjustment concerns.
3. Children will remain on an individualized altered care plan until signs of successful adjustment occur and both the family and CLC staff feel the child is ready for extended hours.
4. If a pattern of safety concern arises (after the 30 day adjustment period) due to behavioral incidents, then an individualized altered care plan may be immediately initiated by CLC. Appropriate referrals to professionals in the community will be made. An individualized altered care plan allows CLC to either set hours of care on a shortened schedule or suspend care until a professional evaluation is complete.
5. A joint meeting will be held prior to the child's return, once professional evaluation is completed in order to determine the appropriate childcare placement.
6. If a child is placed on an altered care plan due to safety concerns, a family will remain responsible for payment of monthly fees and will be required to honor all program eligibility requirements. If/when an eligibility conflict arises due to attendance; CLC will withdraw a child based on the funding guideline and offer a priority return to the agency for the next available slot.
7. If an enrolling parent/guardian chooses not to follow through on recommendations for professional evaluation or community referral an immediate withdrawal from the CLC programs will be made.
8. If a child returns under the recommendation of a professional in the community and the child continues to pose imminent risk while at CLC, then CLC has the right to immediately withdraw from the program.
9. CLC reserves the right to issue a 30 day notice to termination.

### **d. Biting**

1. Bites are treated by washing them with warm water and soap, the application of ice and comforting the recipient if distressed. The chance of serious injury or infection from a bite received from a healthy child to a healthy child is low. When a biting incident occurs, the recipient of the bite is removed from the area, given appropriate attention and first aid if needed.
2. The child who bites is removed to another area. A very simple statement "no biting, it hurts" is made to the child. A young child may be given a teething toy from home or a cold washcloth as an appropriate option. An older child will be told how the other child was hurt and asked why the bite occurred to discuss other ways to problem solve that are appropriate.
3. In extreme cases where the child's biting causes serious injury to another child, staff, or self, the biter may be suspended from the program immediately (not applicable for Head Start and Early Head Start) and the biting behavior will be further handled as a behavioral/safety concern.

## **9. Health**

### **a. Health Requirements**

1. Each child is required by state licensing regulations to have a complete physical examination, up-to-date immunizations, a TB risk assessment, and an annual flu vaccine that must be given between August and December of the current school year for enrolled children, and up until March 31<sup>st</sup> for any children

enrolling between January and March. The above information must be submitted and approved by the agency nurse prior to entrance into the classroom.

2. Nurses require a minimum of 48 business hours to review documentation.
3. CLC uses the ED 191 Health Assessment Record.
4. Infants and toddlers are required to submit vaccine information at the time the child receives each vaccine, keeping the vaccine record up to date at all times.
5. A new physical examination is required every year, including an update of immunizations and medical allergy statement if applicable, as they occur/are needed. Your child will be excluded from the classroom if his or her physical expires or immunizations are needed and a new report has not been submitted.
6. Height and weight, vision, and hearing screenings are performed routinely. In the Head Start Program, screenings are conducted within the first 45 days. Evaluations for speech or emotional problems are conducted as needed. Head Start standards mandate full health exams and lead testing.
7. CLC is required to have individual health plans for children with chronic conditions including but not limited to asthma, hearing or vision impairments, or developmental variations. These plans will be developed with health staff and the enrolling parent/guardian during the enrollment process. Enrolling parent/guardians agree to speak to the CLC nurse if/when a plan needs to be modified after the time of enrollment.
8. Families may be identified through the intake registration or parent conferences as needing medical assistance such as insurance, immunizations, medical and dental screenings, or securing medical homes. Ongoing medical assistance is offered through referrals and information through our Health, Nutrition and Family Service Staff.
9. Dental care is important as soon as the child's first tooth erupts. Our accreditation authorities require us to track children's dental care. If you do not have a family dentist, our health and family service staff can assist you in finding one.

#### **b. Accidents and Injury**

1. We strive to prevent accidents, but unfortunately they may occur. If an accident occurs, we will apply first aid and give you a written accident report when you pick up your child. If an accident requires medical attention, we will immediately call you and take the agreed upon action. Because an enrolling parent/guardian signature is required on the accident report, we will send it home if someone other than a parent picks up the child.
2. Expenses incurred for emergency medical or dental care for a child must first be submitted for payment to the child's medical insurance. CLC only has a secondary insurance plan for enrolled children. Therefore, any unpaid bills from the child's primary provider may be submitted to the CLC's carrier to see if there can be additional coverage for unpaid bills by the primary provider. CLC cannot guarantee that the secondary coverage will pay any outstanding balances.
3. Enrolling parents must follow the instructions and time line for the submission of any claim forms/required documents for processing a claim to CLC's secondary provider.
4. If a family chooses to take a child to a medical provider that is not accepted by the child's primary medical insurance, then all associated costs fall as the responsibility of the family, and the family will not be able to submit any claims to CLC's secondary insurance under these circumstances.
5. If a child has an injury or accident that occurs outside of CLC, parents are asked to inform the teacher/nurse prior to signing the child into school. Parents will be asked to complete and submit a CLC accident report. Further medical documentation may be required for a child to be accepted into the center that morning.

### c. Medication Policy and Procedures

1. According to Connecticut State Law and Regulations (§19a-79-9) medications must be prescribed by a doctor, APRN or dentist. Prescriptions must be filled by a licensed pharmacist. Both the doctor and the parent must sign an Authorization for the Administration of Medication by Child Day Care Personnel, and in the case of a long term medication the permission form must be updated annually. Medication will be administered by classroom staff who are medication certified.
2. The enrolling parent/guardian of a child requiring medication must bring in the completed medical authorization form, the medicine and any necessary equipment.
3. The following procedures must be followed for the child to receive medication at his/her center:
  - a. The child's medical provider must fill out and sign the top portion of the Authorization to Administer Medications by Daycare Personnel form. If more than one medication is prescribed, a separate form must be completed for each medication.
  - b. The enrolling parent/guardian must complete and sign the bottom of the Medication Authorization form, giving permission for the medication to be administered
  - c. The enrolling parent/guardian must deliver the Medication Authorization form, the medication and measuring device to the classroom teacher or nurse. Over-the-counter medication must be in the original container. Prescription medication must be in a pharmacy-prepared original container and labeled with:
    - i. The child's name
    - ii. Name of medication
    - iii. Strength and dosage of medication
    - iv. Frequency and time of administration
    - v. Physician's or dentist's name
    - vi. Date of original prescription
    - vii. Directions for administering medication
    - viii. Name of pharmacy and relevant side-effects
  - d. All medications will be stored in the locked medication boxes in each classroom. At CLC William Pitt non-emergency medication is stored in the health office. Emergency/rescue medications will be kept out of reach of children but not locked to allow quick adult access.
  - e. All medications will be destroyed according to state regulations if not picked up within one week following termination of the medication order.
  - f. All medications must be accompanied by an appropriate administration utensil – for example, a dropper, spoon or cup that is clearly marked with the dosage amount prescribed by your doctor. The calibration should specify “cc” “ml,” “ounce,” “teaspoon,” “tablespoon,” fractional teaspoon lines, or fractional tablespoon lines. Please label the utensil with your child's name and, where possible, attach it to the medication bottle with an elastic or rubber band. Place the medication and utensil in a bag that clearly identifies your child's name and classroom.
  - g. It is the responsibility of the enrolling parent/guardian to know the relevant side effects of the medication and to notify the teacher of any reaction the child may experience from the medication.
  - h. If the child exhibits any side effects or reactions when the medication is given at his/her center, the nurse or teacher will inform you. Additional medication will not be given without written approval of the enrolling parent/guardian and that of the child's physician or dentist.

### d. Infant Sleep Policy and Procedures

1. It is the policy of Children's Learning Centers of Fairfield County to follow the latest recommendations of the CT State Department of Public Health and the American Academy of Pediatrics in keeping our children safe and healthy.

2. Our latest recommendations include those for the prevention of Sudden Infant Death Syndrome (SIDS) that were set forth by the AAP in November 2016. To that end, we have established the following policy/procedures for infant sleeping positions.
3. For infants under 12 months of age:
  - a. Infants shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib. The mattress will be kept horizontally and staff will not allow the head to be raised.
  - b. CLC cribs meet the 2011 standards from the Consumer Product Safety Commission.
  - c. Waterbeds, sofas, soft mattresses, pillows, infant seats and infant carriers and any other soft surfaces shall be prohibited as infant sleeping surfaces.
  - d. All blankets, pillows, quilts, comforters, spit cloths, towels, washcloths, sheepskins, stuffed toys and other soft products, including soft “lovies” shall be removed from the cribs.
  - e. Infants will not be dressed to overheating. Infants may wear one thin layer extra than adults are comfortable in, if needed.
  - f. The infant’s head shall remain uncovered during sleep.
  - g. It is permissible to allow a pacifier and to offer it to the child to sleep. Once it is released from the child’s mouth it will be removed from the crib and cleaned.
  - h. When infants can easily turn over from the back position to the stomach, they shall be put down to sleep on their backs, but allowed to adopt whatever position they prefer for sleep.
  - i. Unless the child has a note from a physician specifying otherwise, infants shall be placed in the back position for sleeping with a flat (horizontal) mattress to lower the risk of SIDS.
  - j. Unless a doctor specifies in writing the need for a positioning device that restricts movement within the child’s crib, such devices shall not be used.
  - k. No child will be encouraged to fall asleep by using a bottle with either milk or water.
4. For children over 12 months:
  - a. Once a child is over 12 months and ready to begin learning to sleep on a cot, he or she may use a thin blanket and a soft toy on the cot to comfort him or herself to sleep.
  - b. A child over 12 months may adopt any sleep position that he/she finds comfortable.
  - c. Children’s faces will be uncovered and visible to staff at all times.

#### e. Sick Child Exclusion

1. A runny nose, red eyes, colds, skin rashes or sores, chills, fever, diarrhea or vomiting may prevent the child from attending school. Children who develop these symptoms during the day may be dismissed from school early.
2. If the child misses three or more days of school due to a health concern, we require a doctor’s note explaining the absence and stating the child is well enough to return to school without restrictions.
3. Any child with the symptoms listed below will not be admitted to the center. If these signs of illness develop during the day, the child will be excluded. The enrolling parent/guardian is responsible for seeing that the child is picked up within one hour after being contacted. Non-compliance may result in the child’s suspension from the classroom, and/or the child being taken to the hospital if needed.
4. The following are some of the more common conditions that may warrant excluding the child from class. Final decision to exclude a child rests with the health coordinators and/or the administrative staff.
  - a. Elevated temperature: A child who has a temperature of 100° or more. Your child should have a normal temperature (98.6° or below) for at least 24 hours without the use of fever reducing medication (Tylenol, Motrin, aspirin, etc.) before returning to class.
  - b. Vomiting: The child must be free from any episode of vomiting for 24 hours and must have resumed his or her normal eating pattern.
  - c. Diarrhea: There should be no loose stools for a period of 24 hours. Bowel movements should be normal. The child will be sent home if symptoms of diarrhea occur.
  - d. Conjunctivitis (pink eye): Symptoms include itching, redness, drainage or crusting eyelids. The child should be taken to a physician for diagnosis and treatment. The child may return to CLC

when free from symptoms or after having taken a prescription medication for 24 hours. Proof of treatment must be submitted.

- e. Chicken Pox: All lesions must be scabbed over before the child can return. This usually takes between five and seven days from the onset of symptoms.
- f. Ringworm of the Body (Skin): This is a fungal infection that can be treated with Lotrimin cream. Continue treatment for four to six weeks to ensure that the infection will not recur. The child may return to his/her center when taking the appropriate medication for 24 hours. Please note that the child's teacher must actually see the medication the child is using before the child can be accepted back into the classroom.
- g. Ringworm of the Scalp: This fungal infection is treated with a prescription medication given by mouth. The child may return with a note from his or her physician. Prescription medication must be given for up to three months to ensure complete absence of infection. Ringworm is difficult to cure, so please take care to continue treatment until the child's doctor determines treatment is no longer needed.
- h. Pediculosis (Head Lice – Nits): The child will be readmitted only after proof of treatment (the empty box) is shown and after treatment is judged to have been effective by a health coordinator, teacher or administrator.
- i. Strep Throat (Scarlet Fever): A child diagnosed with strep throat or scarlet fever must be on antibiotics for at least 24 hours before returning.
- j. Hand, Foot and Mouth Disease (Coxsackie Virus): A viral disease characterized by blister-like lesions on hands and feet and by white patches in the mouth. The disease is mild and runs its course in a few days. Though exclusion is not mandatory, children may be required to stay home if symptoms of illness or discomfort are present.
- k. Upper Respiratory Infections: Cough or cold symptoms can indicate a cold, flu, or even pneumonia. If the child is behaving abnormally or is having difficulty breathing, the enrolling parent/guardian will be asked to take their child to the doctor. Highly inflamed throats, inflamed eardrums, and other upper respiratory symptoms may be reason for exclusion.

## 10. Nutrition

### a. Meals and Menus

1. CLC is a pork, peanut and nut free agency.
2. CLC staff are not allowed to send food home with the child. If you arrive to pick the child up during a meal or snack time please allow the child to consume the food on CLC premises.
3. CLC participates in the United States Department of Agriculture Child and Adult Care Food Program (CACFP). Enrolling parent/guardian(s) agree to complete all necessary paperwork and follow all CLC food policies.
4. We provide breakfast, lunch, and a snack that meet the requirements of the U.S Department of Agriculture.
5. Menus are planned and provided to parents. Meals are served community style so children learn to make their own food choices, practice good table manners, serve themselves, and socialize in a fun mealtime environment. Community style meal service allows children to serve themselves at the table from dishes of food with the assistance of staff. Children learn to pass their food in small bowls or plates from which the children help themselves. Beverages are served in small containers so the children can pour for themselves.

## **b. Allergies and Special Nutrition Needs**

1. Children with special nutrition needs or cultural preferences will be identified and documented through the nutrition department. All information is provided to the classroom teaching staff, nurse, and food service providers.
2. Parents give permission to share and post information in the classroom environment concerning allergies and food substitutions.
3. Children who have special nutritional needs or family cultural or religious preferences may receive substitutions to the planned menu with advance written approval through the nutrition office.
4. If a child has a food allergy, food supplement, or any food restriction due to a medical condition or cultural family preference, the Child Nutrition Medical Statement must be filled out by the child's physician before entering the classroom. This form is required by the federal USDA Child Nutrition Program and must be updated annually. Depending upon the child's individual situation, CLC may assume responsibility for making appropriate substitutions for children with special meal plans due to medical, religious, or cultural reasons. The parent is required to discuss his/her child's food allergies, supplements, or restrictions with the Nutrition Manager on an individual, case by case basis. Food substitutions must be noted on the Medical Statements.
5. When a child has an identified food allergy, food restriction, or cultural preference, parents give CLC permission to post their child's full name and his/her food restriction. If parents do not want to give permission for any of the above, they must submit a written request to the Family Service office for review. A parent meeting will be held to discuss the request when needed.
6. CLC does not assume the responsibility of feeding children with requests for vegetarian or organic only diets. Enrolling parents/guardian who want their child to eat vegetarian, organic only or Kosher are required to provide CLC with the Child Medical Nutrition Statement filled out by the child's physician. The enrolling parent/guardian is then required to discuss his/her child's meal plan with CLC staff prior to enrollment. The enrolling parent/guardian may be required to provide a complete lunch/snack that is prepared by licensed food establishment with ingredients clearly labeled and in its original unopened packaging. The expiration date must be clearly visible. All food must be able to be served at room temperature or cold temperature only.
7. CLC may prepare an individualized breakfast, lunch and/or snack on a case by case basis in some instances.

## **c. Infant Nutrition**

1. Parents of infants under eleven months old have the option of accepting or rejecting CLC infant formula and infant baby cereal. The accepting/rejecting form has to be completed prior to enrollment and during the registration process. Infants accepting the formula will require a doctor's note authorizing the formula at CLC.
2. Teachers will follow the CACFP Infant Meal Pattern guidelines and communicate with parents regarding the transitioning of new foods.
3. Parents are required to speak with their infant's teacher regarding the transitioning/ introduction of foods that CLC offers. This is to ensure infants have tried these foods at home prior to the daycare.

## **d. Bringing Food to CLC**

1. Any food that is brought into CLC must be pre-approved through CLC administration/nutrition staff.
2. Once approved, all food must be prepared by licensed food establishment with ingredients clearly labeled and in its original unopened packaging. The unexpired expiration date must be clearly visible. All food must be able to be served at room temperature or cold temperature only. It must be free of pork and nuts. Each store bought food item must be in its original, unopened package.



3. In no circumstances may parents bring homemade food into our facility. All food from home must not enter the building due to health department regulations regarding food safety in the center as well as concerns over children's food allergies.
4. Food may not be placed in a child's cubby/locker or backpack. CLC reserves the right to discard any food located on its premises.

#### **e. Celebration Policy**

1. Parents are encouraged to celebrate birthdays and events with non-food items such as donating a book, sharing a talent such as singing, dancing or playing an instrument or crafts and games led by parents.
2. Celebrations are typically held at 3:00 p.m. in the classrooms, unless your child is attending part day.
3. Please discuss your plans with your child's teacher in advance. Teachers must submit a written request to the nutrition staff and receive approval 7 days in advance for food brought in for celebrations.
4. The food must be free of peanuts and nuts.
5. Soda, juice and candy are not allowed into the classroom. The appropriate beverage is water.
6. Parents that choose to bring in cupcakes/cake must purchase them from a licensed food establishment.
7. Cakes and cupcakes should not have candles or plastic figures as decoration.
8. Decorations such as balloons and piñatas are not allowed at CLC due to choking hazards.
9. Goodie bags are not allowed at CLC due to safety concerns.

### **11. Safety, Security and Emergencies**

#### **a. Facilities, Building and Parking Lot**

1. Parents agree to obey the seat belt law and car seat laws in Connecticut.
  - a. Infants must remain rear-facing until they are a minimum of both 20 pounds and one year old.
  - b. Toddlers should remain in a car seat until they reach the weight or height limit of their car seat (40 pounds or more).
  - c. Children should ride in a booster seat until they reach 7 years old and 60 pounds.
2. Infants or young children (under 12 years old) may not be left unattended in the car under any circumstances.
3. Car engines must be shut off while unattended, and the parking brake must be engaged before you leave your car.
4. Cars should be locked and purses/wallets should be brought in with you.
5. Please do not block the fire lanes, handicap parking spaces, or other cars.
6. Children's hands should be held and/or child should remain in close visual sight when in a parking lot.
7. All parking rules and policies as specified for each CLC location must be followed, including additional requests made by staff.
8. Children are not permitted to run in the hallways or near the parking areas at any time.
9. Children are not permitted to walk unsupervised in hallways or enter bathrooms unsupervised. At times, a supervising adult may be required to hold a child's hand to ensure safety.
10. Children are not permitted to use CLC equipment with their families before signing in or after signing out of CLC. Children's use of CLC equipment and facilities are reserved only for teacher supervised activities.

#### **b. Security Measures**

1. CLC doors will remain locked at all times and authorized adults on CLC premises are required to carry photo identification at all times.

2. All visitors are required to be accompanied by a CLC staff member at all times. Visitor badges are distributed at the main desk.
3. All staff members are issued a CLC photo identification card.
4. All parents are required to follow security measures as outlined at each of the CLC locations and facilities.
5. If at any time a parent, designated contact, or visitor becomes a safety threat, CLC reserves the right to restrict future access and emergency protocols will be followed.

### c. School Closing or Delays

1. To find information on closings and delays for weather related concerns:
  - a. Watch Channel 12 News or Channel 8 News
  - b. Listen to radio station WICC 600 AM
  - c. Visit online at [www.ctweather.com](http://www.ctweather.com) or [www.wtnh.com](http://www.wtnh.com). (You can register to receive email notification with [www.ctweather.com](http://www.ctweather.com))
  - d. Listen to a recorded message with updates on our voice mail system at 203-323-5944.

### d. Emergency Procedures

1. In the event of an emergency outside of CLC, CLC follows “shelter in place” that is expected to last for a short period of time.
  - a. When we activate “shelter in place” all staff and children will stay inside or come inside immediately and all doors and windows will be closed tightly and secured. Children will be taken to a designated space within the building that will provide the best protection from the outside. No one will be allowed to enter or leave any site under any circumstances while “shelter in place” is in effect. If necessary, we will contact parents about pick-up times and instructions.
  - b. “Shelter in place” will be practiced routinely with the children as a precautionary effort.
2. Each CLC location is equipped with emergency provisions, such as a battery-operated flashlight or lantern, and a battery operated radio.
3. In the event of an emergency within CLC, each CLC location has a designated emergency evacuation procedure posted. In the case of fire or other need for evacuation of the facility, parents will be contacted with pick-up times and instructions. The Emergency Evacuation Procedures are routinely practiced with children.
4. Parents/Guardians must grant permission for staff to take whatever steps necessary to obtain emergency medical care if warranted. These steps may include but are not limited to any of the following:
  - a. Administering First Aid
  - b. Attempting to contact a parent or guardian
  - c. Attempting to contact the child’s physician
  - d. Attempting to contact the parent through any of the emergency contacts as listed on the Emergency Form. (It is the enrolling parent’s responsibility to keep the information current at all times).
  - e. Calling an ambulance

### e. Emergency Forms and Alternate Designated Contacts

1. All children are required to have a valid CLC Emergency Form onsite at all times, which will be kept in your child’s file and in the classroom.
2. Parents are required to complete and update *CLC Emergency Forms* as requested by CLC.
3. A minimum of two local pick-up/emergency contacts other than enrolling parent(s) are to be put on the form with their daytime phone numbers and local contact information. The two contact phone numbers must not be the same.

4. It is the enrolling parent(s) responsibility to notify the contact in advance and ensure that these contacts agree to serve in their absence.
5. The enrolling parent and the two contacts must be able to arrive at CLC within 1 hour of a call from CLC staff.
6. The child may be suspended immediately if a valid CLC emergency form is not onsite with the child or if revisions are requested and are not made by enrolling parents.
7. If revisions and updates are unable to be provided, a meeting with a Family Service Worker and/or Director may be required. A child may be withdrawn immediately if emergency plans are not agreed upon and authorized at the meeting and there is a cause for safety concern.
8. If we cannot make contact with a parent or person listed as a designated pick-up contact on the emergency list and a child is still at the center one hour after the closing of the program, the child will be considered abandoned by his/her parents. In such a case the CLC staff will notify the Police Department and the Department of Children and Families.
9. In the event that CLC staff has written documentation from the court or only a verbal request to restrict contact of a parent, CLC staff will report the situation to the Police Department if the restricted parent picks-up or visits at the center. Unless we have a court order to present to the police, however, we will be unable to prevent the biological parent from picking up his/her child, and the decision will be turned over to the Police Department. Ultimately, the decision to release a child in our care to a biological parent is governed by law and may be at the discretion or direction of the local Police Department.
10. A child may not be released to a parent, guardian, or any other person who appears to be under the influence of drugs or alcohol, who smells of alcohol, or who appears to be physically or mentally impaired due to drugs, alcohol, or physical illness. This type of situation may result in a report to the Department of Children and Families and/or the police department/911.
11. We cannot release a child to a person driving or riding a vehicle (such as a bicycle) that, in our opinion, creates a safety concern or hazard for the child.

## **12. Child Abuse and Neglect**

1. All staff members at CLC are considered mandated reporters for all suspected cases of abuse or neglect of children. Under Connecticut law, "Mandated Reporters" must report to the Department of Children and Families (DCF), or cause a report to be filed, when in their professional capacity they have reasonable cause to suspect or believe that a child has been abused, neglected or placed in risk of imminent serious harm by a person responsible for the child's health, welfare, or care (or by a person given access to the child by the responsible person).
2. If a suspicion arises, staff will be required to call the Department of Children and Families Hotline to report the information.
3. By enrolling your child you give CLC staff permission to honor requests from The Department of Children and Families representatives to interview or observe children while at CLC.
4. CLC will follow requests from DCF representatives to notify an enrolling parent/guardian or designated pick-up person to wait at the center until DCF arrival. If parents do not choose to wait at the center until a representative of the Department of Children and Families arrives, CLC staff will contact the local police department.
5. CLC uses the following definitions of abuse and neglect, based on Connecticut regulations:
  - a. Abuse -- A child under the age of 18 who has had a physical injury inflicted upon him/her by other than accidental means, or which is at variance with the history given; or who is in a condition which is the result of maltreatment such as malnutrition, sexual molestation, or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

- i. *Physical Abuse* -- Any non-accidental injury to a child, or other injury to a child which can not be adequately be explained and which was inflicted or allowed to be inflicted by a person responsible for a child's care.
  - ii. *Sexual Abuse* -- any incident of sexual contact involving a child which is inflicted, or allowed to be inflicted, by a person entrusted with a child's care.
  - iii. *Emotional Abuse* -- Any cruel and/or unconscionable act or statement directed to a child that results in an observable and substantial impairment of a child's psychological, emotional and/or social wellbeing.
- b. Neglect-- A child under the age of 18 who has been abandoned or denied proper care and attention, physically, educationally, emotionally or morally; or been permitted to live under conditions, circumstances, or associations injurious to his/her wellbeing.
- i. *Physical Neglect* -- The failure (whether intentional or otherwise) to provide a child with the supervision of a reliable person and/or with adequate food, shelter or clothing. This also includes erratic or impaired behavior on the part of the caregiver.
  - ii. *Medical Neglect* -- The refusal or failure on the part of a person responsible for a child's care to seek, obtain and/or maintain those services that are necessary for a child's medical, dental, or mental health care.
  - iii. *Educational Neglect* -- Any action (or inaction) on the part of a person responsible for a child's care that results in a child not being registered in school or otherwise failing to attend school.
  - iv. *Emotional Neglect* -- Any action (or inaction) on the part of a person responsible for a child's care that results in a denial of proper emotional or moral care for a child and which results in the child's maladaptive functioning.
  - v. *Uncared For* -- A child under the age of 18 who is homeless, or whose home can not provide the specialized care which the physical, emotional or mental condition of the child requires.

## Preschool to Kindergarten Transition Plan

CLC staff works collaboratively with Stamford Public Schools staff to assist children and families in the transition from preschool to kindergarten. Staff is available at any time to address questions and concerns regarding your child's preschool to kindergarten transition process.

### September

- In September of each year, CLC and Stamford Public Schools staff will assist parents in identifying their child's district elementary school. It is important that parents notify staff of any address changes during the preschool year.

### October

- Stamford Public Schools' staff and CLC staff administer educational screenings to support each child's learning needs.
- CLC will invite elementary principals and new kindergarten staff to tour the program.

### November

- In November, flyers are distributed to parents regarding the Stamford Public Schools Magnet Schools orientation schedule. Application procedures will be explained and initial paperwork will be completed.
- Parents will be notified of their child's district elementary school's orientation date when orientations are scheduled.

### January

- Flyers are distributed to parents regarding Stamford Public Schools Tour Your Schools Day (a day when parents can visit their district elementary schools to learn about educational programs in the Stamford Public Schools).
- CLC hosts Kindergarten Night to inform parents about orientations, kindergarten registration and before/after school programs.

### April

- Stamford Public Schools staff hosts an on-site Parent Lunch & Learn to share information about what to expect in kindergarten.

### May

- Stamford Public Schools provides on-site kindergarten registration for families.
- Stamford Public Schools staff administers a Stamford Public Schools Readiness Screening.

### June

- In June, your child's Transition Folder, which includes the Readiness Screenings as well as the Connecticut State Department of Education Preschool Assessment Child Profile, is shared with your child's principal and kindergarten teacher.

As you prepare for your child's transition, CLC also offers Family Play and Learn Nights for children and families periodically throughout the year to share strategies and activities to promote school readiness. All opportunities to facilitate communication and collaboration between preschool teachers and kindergarten teachers throughout the school year are utilized and encouraged.

## Notice of Anti-discrimination Policies

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442;
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# Grievance Procedures

1. Parents may bring concerns about their child's classroom, educational curriculum, teaching staff, field trips or events to the attention of the classroom Head Teacher.
2. If the concern is not adequately addressed by the Head Teachers or if the concern involves the Head Teacher, parents can contact an administrator in one of the following offices:
  - a. Education Manager
    - i. Child Development Program: 203-653-1377
    - ii. School Readiness Program: 203-653-1580
    - iii. Head Start Program: 203-989-0270
  - b. Family Service Manager/Admissions Manager
    - i. Child Development Program: 203-653-1347
    - ii. School Readiness Program: 203-653-1527
    - iii. Head Start Program: 203-989-0228
  - c. Health Manager
    - i. All Programs: 203-653-1532
  - d. Nutrition Manager
    - i. All Programs: 203-653-1383
3. If the concern needs to be addressed further after speaking with the management component staff, contact a CLC program director in one of the following offices:
  - a. Director of Child Development: 203-653-1367
  - b. Director of School Readiness: 203-653-1526
  - c. Director of Head Start/Early Head Start: 203-989-0695
4. For further assistance with your concern after speaking with a program director, contact:
  - a. CEO: 203-323-5944

# Fee Schedules



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

Child Day Care Center, School Readiness, and Smart Start Programs

Full-time (full day/full year) **Preschool** Service Weekly Fee Schedule

Family Size -->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee
From 0% of SMI	0	0	0	0	0	0	0	0	0	0	
To 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	8
From 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	
To 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	16
From 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	
To 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	24
From 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	
To 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	32
From 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	
To 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	40
From 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	
To 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	48
From 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	
To 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	55
From 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	
To 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	63
From 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	
To 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	71
From 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	
To 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	79
From 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	
To 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	87
From 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	
To 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	87
From 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	
To 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	87
From 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	
To 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	87
From 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	
To 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	95

FY 2016-2017

EFFECTIVE: January 2017





## CONNECTICUT OFFICE OF EARLY CHILDHOOD

Child Day Care Center, School Readiness, and Smart Start Programs

Full-time (full day/full year) **Preschool** Service Weekly Fee Schedule

Family Size -->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee
From 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	
To 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	95
From 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	
To 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	95
From 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	
To 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	95
From 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	
To 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	95
From 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	
To 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	107,770	106,952	109,135	95
From 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	107,770	106,952	109,135	
To 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	95
From 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	
To 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	95
From 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	
To 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166	95

### FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY

From 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166	
To 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682	
<b>Weekly Fee</b>	<b>\$126</b>	<b>\$137</b>	<b>\$148</b>	<b>\$159</b>	<b>\$161</b>	<b>\$163</b>	<b>\$165</b>	<b>\$167</b>	<b>\$170</b>	<b>\$172</b>	
From 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682	
To 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939	
<b>Weekly Fee</b>	<b>\$130</b>	<b>\$141</b>	<b>\$152</b>	<b>\$163</b>	<b>\$165</b>	<b>\$167</b>	<b>\$170</b>	<b>\$172</b>	<b>\$174</b>	<b>\$176</b>	



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

Child Day Care Center, School Readiness, and Smart Start Programs  
Full-time (full day/full year) **Preschool** Service Weekly Fee Schedule

### FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY (Continued)

Family Size -->	1-3	4	5	6	7	8	9	10	11	12
From 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939
To 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
<b>Weekly Fee</b>	<b>\$134</b>	<b>\$145</b>	<b>\$156</b>	<b>\$167</b>	<b>\$169</b>	<b>\$172</b>	<b>\$174</b>	<b>\$176</b>	<b>\$178</b>	<b>\$180</b>
From 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
To 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
<b>Weekly Fee</b>	<b>\$138</b>	<b>\$150</b>	<b>\$161</b>	<b>\$171</b>	<b>\$174</b>	<b>\$176</b>	<b>\$178</b>	<b>\$180</b>	<b>\$182</b>	<b>\$184</b>
From 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
To 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
<b>Weekly Fee</b>	<b>\$142</b>	<b>\$154</b>	<b>\$165</b>	<b>\$176</b>	<b>\$178</b>	<b>\$180</b>	<b>\$182</b>	<b>\$184</b>	<b>\$186</b>	<b>\$188</b>
From 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
To 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
<b>Weekly Fee</b>	<b>\$147</b>	<b>\$158</b>	<b>\$169</b>	<b>\$180</b>	<b>\$182</b>	<b>\$184</b>	<b>\$186</b>	<b>\$188</b>	<b>\$190</b>	<b>\$192</b>
From 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
To 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
<b>Weekly Fee</b>	<b>\$151</b>	<b>\$162</b>	<b>\$173</b>	<b>\$184</b>	<b>\$186</b>	<b>\$188</b>	<b>\$190</b>	<b>\$192</b>	<b>\$194</b>	<b>\$196</b>
From 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
To 100% of SMI	91,217	108,592	125,967	143,341	146,599	149,857	153,115	156,372	159,630	162,888
<b>Weekly Fee</b>	<b>\$155</b>	<b>\$166</b>	<b>\$177</b>	<b>\$188</b>	<b>\$190</b>	<b>\$192</b>	<b>\$194</b>	<b>\$196</b>	<b>\$198</b>	<b>\$200</b>



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

*Child Day Care Center, School Readiness, and Smart Start Programs  
Part Time (part day/part year) Preschool Service Weekly Fee Schedule*

Family Size -->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee
From 0% of SMI	0	0	0	0	0	0	0	0	0	0	
To 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	4
From 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	
To 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	8
From 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	
To 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	12
From 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	
To 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	16
From 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	
To 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	20
From 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	
To 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	24
From 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	
To 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	28
From 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	
To 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	32
From 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	
To 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	36
From 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	
To 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	40
From 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	
To 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	44
From 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	
To 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	44
From 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	
To 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	44
From 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	
To 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	44
From 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	
To 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	48

FY 2016-2017

EFFECTIVE: January 2017



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

*Child Day Care Center, School Readiness, and Smart Start Programs*

*Part Time (part day/part year) Preschool Service Weekly Fee Schedule*

Family Size ->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee
From 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	48
To 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	
From 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	48
To 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	
From 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	48
To 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	
From 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	48
To 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	
From 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	48
To 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	104,770	106,952	109,135	
From 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	104,770	106,952	109,135	48
To 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	
From 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	48
To 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	
From 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	48
To 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166	

### FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY

From 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166
To 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682
Weekly Fee	\$63	\$69	\$74	\$80	\$81	\$82	\$83	\$84	\$85	\$86
From 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682
To 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939
Weekly Fee	\$65	\$71	\$76	\$82	\$83	\$84	\$85	\$86	\$87	\$88
From 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939
To 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
Weekly Fee	\$67	\$73	\$78	\$84	\$85	\$86	\$87	\$88	\$89	\$90
From 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
To 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
Weekly Fee	\$69	\$75	\$80	\$86	\$87	\$88	\$89	\$90	\$91	\$92
From 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
To 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
Weekly Fee	\$71	\$77	\$82	\$88	\$89	\$90	\$91	\$92	\$93	\$94



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

*Child Day Care Center, School Readiness, and Smart Start Programs  
Part Time (part day/part year) Preschool Service Weekly Fee Schedule*

**FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY (Continued)**

Family Size -->	1-3	4	5	6	7	8	9	10	11	12
From 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
To 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
<b>Weekly Fee</b>	<b>\$73</b>	<b>\$79</b>	<b>\$84</b>	<b>\$90</b>	<b>\$91</b>	<b>\$92</b>	<b>\$93</b>	<b>\$94</b>	<b>\$95</b>	<b>\$96</b>
From 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
To 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
<b>Weekly Fee</b>	<b>\$75</b>	<b>\$81</b>	<b>\$86</b>	<b>\$92</b>	<b>\$93</b>	<b>\$94</b>	<b>\$95</b>	<b>\$96</b>	<b>\$97</b>	<b>\$98</b>
From 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
To 100% of SMI	91,217	108,592	125,967	143,341	146,599	149,857	153,115	156,372	159,630	162,888
<b>Weekly Fee</b>	<b>\$77</b>	<b>\$83</b>	<b>\$88</b>	<b>\$94</b>	<b>\$95</b>	<b>\$96</b>	<b>\$97</b>	<b>\$98</b>	<b>\$99</b>	<b>\$100</b>



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

*Child Day Care Center, School Readiness, and Smart Start Programs*

*Wraparound Preschool Service Weekly Fee Schedule*

Family Size -->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee <sup>1</sup>
From 0% of SMI	0	0	0	0	0	0	0	0	0	0	
To 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	3
From 12% of SMI	10,946	13,031	15,116	17,201	17,592	17,963	18,374	18,765	19,156	19,547	
To 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	6
From 15% of SMI	13,683	16,289	18,895	21,501	21,990	22,479	22,967	23,456	23,945	24,433	
To 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	9
From 17% of SMI	15,507	18,461	21,414	24,368	24,922	25,476	26,030	26,583	27,137	27,691	
To 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	12
From 20% of SMI	18,243	21,718	25,193	28,668	29,320	29,971	30,623	31,274	31,926	32,578	
To 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	14
From 23% of SMI	20,980	24,976	28,972	32,969	33,718	34,467	35,216	35,966	36,715	37,464	
To 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	17
From 26% of SMI	23,716	28,234	32,751	37,269	38,116	38,963	39,810	40,657	41,504	42,351	
To 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	20
From 29% of SMI	26,453	31,492	36,530	41,569	42,514	43,459	44,403	45,348	46,293	47,238	
To 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	23
From 32% of SMI	29,190	34,749	40,309	45,869	46,912	47,954	48,997	50,039	51,082	52,124	
To 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	26
From 35% of SMI	31,926	38,007	44,088	50,170	51,310	52,450	53,590	54,730	55,871	57,011	
To 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	28
From 38% of SMI	34,663	41,265	47,867	54,470	55,708	56,946	58,184	59,422	60,659	61,897	
To 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	31
From 41% of SMI	37,399	44,523	51,646	58,770	60,106	61,441	62,777	64,113	65,448	66,784	
To 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	31
From 44% of SMI	40,136	47,780	55,425	63,070	64,504	65,937	67,370	68,804	70,237	71,671	
To 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	31
From 47% of SMI	42,872	51,038	59,204	67,370	68,902	70,433	71,964	73,495	75,026	76,557	
To 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	31
From 50% of SMI	45,609	54,296	62,983	71,671	73,300	74,928	76,557	78,186	79,815	81,444	
To 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	34

FY 2016-2017

EFFECTIVE: January 2017



## CONNECTICUT OFFICE OF EARLY CHILDHOOD

*Child Day Care Center, School Readiness, and Smart Start Programs  
Wraparound Preschool Service Weekly Fee Schedule*

Family Size -->	1-3	4	5	6	7	8	9	10	11	12	Weekly Fee
From 53% of SMI	48,345	57,554	66,762	75,971	77,698	79,424	81,151	82,877	84,604	86,331	
To 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	34
From 56% of SMI	51,082	60,812	70,541	80,271	82,096	83,920	85,744	87,569	89,393	91,217	
To 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	34
From 59% of SMI	53,818	64,069	74,320	84,571	86,494	88,416	90,338	92,260	94,182	96,104	
To 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	34
From 61% of SMI	55,643	66,241	76,840	87,438	89,426	91,413	93,400	95,387	97,374	99,362	
To 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	34
From 64% of SMI	58,379	69,499	80,619	91,739	93,823	95,908	97,993	100,078	102,163	104,248	
To 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	107,770	106,952	109,135	34
From 67% of SMI	61,116	72,757	84,398	96,039	98,221	100,404	102,587	107,770	106,952	109,135	
To 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	34
From 70% of SMI	63,852	76,014	88,177	100,339	102,619	104,900	107,180	109,461	111,741	114,022	
To 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	34
From 73% of SMI	66,589	79,272	91,956	104,639	107,017	109,396	111,774	114,152	116,530	118,908	
To 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166	34

### **FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY**

From 75% of SMI	68,413	81,444	94,475	107,506	109,949	112,393	114,836	117,279	119,723	122,166	
To 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682	
<b>Weekly Fee</b>	<b>\$47</b>	<b>\$51</b>	<b>\$56</b>	<b>\$60</b>	<b>\$60</b>	<b>\$61</b>	<b>\$62</b>	<b>\$63</b>	<b>\$64</b>	<b>\$64</b>	
From 79% of SMI	72,062	85,788	99,514	113,240	115,813	118,387	120,961	123,534	126,108	128,682	
To 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939	
<b>Weekly Fee</b>	<b>\$49</b>	<b>\$53</b>	<b>\$57</b>	<b>\$61</b>	<b>\$62</b>	<b>\$63</b>	<b>\$64</b>	<b>\$64</b>	<b>\$65</b>	<b>\$66</b>	

FY 2016-2017

EFFECTIVE: January 2017



**CONNECTICUT OFFICE OF EARLY CHILDHOOD**  
*Child Day Care Center, School Readiness, and Smart Start Programs*  
*Wraparound Preschool Service Weekly Fee Schedule*

**FOR SCHOOL READINESS & SMART START FUNDED PROGRAMS ONLY (Continued)**

Family Size -->	1-3	4	5	6	7	8	9	10	11	12
From 81% of SMI	73,886	87,960	102,033	116,107	118,745	121,384	124,023	126,662	129,300	131,939
To 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
<b>Weekly Fee</b>	<b>\$51</b>	<b>\$55</b>	<b>\$59</b>	<b>\$63</b>	<b>\$64</b>	<b>\$64</b>	<b>\$65</b>	<b>\$66</b>	<b>\$67</b>	<b>\$67</b>
From 84% of SMI	76,623	91,217	105,812	120,407	123,143	125,880	128,616	131,353	134,089	136,826
To 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
<b>Weekly Fee</b>	<b>\$52</b>	<b>\$56</b>	<b>\$60</b>	<b>\$64</b>	<b>\$65</b>	<b>\$66</b>	<b>\$67</b>	<b>\$67</b>	<b>\$68</b>	<b>\$69</b>
From 87% of SMI	79,359	94,475	109,591	124,707	127,541	130,376	133,210	136,044	138,878	141,713
To 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
<b>Weekly Fee</b>	<b>\$53</b>	<b>\$58</b>	<b>\$62</b>	<b>\$66</b>	<b>\$67</b>	<b>\$67</b>	<b>\$68</b>	<b>\$69</b>	<b>\$70</b>	<b>\$70</b>
From 91% of SMI	83,008	98,819	114,630	130,441	133,405	136,370	139,334	142,299	145,264	148,228
To 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
<b>Weekly Fee</b>	<b>\$55</b>	<b>\$59</b>	<b>\$63</b>	<b>\$67</b>	<b>\$68</b>	<b>\$69</b>	<b>\$70</b>	<b>\$70</b>	<b>\$71</b>	<b>\$72</b>
From 94% of SMI	85,744	102,076	118,409	134,741	137,803	140,866	143,928	146,990	150,052	153,115
To 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
<b>Weekly Fee</b>	<b>\$58</b>	<b>\$61</b>	<b>\$65</b>	<b>\$69</b>	<b>\$70</b>	<b>\$70</b>	<b>\$71</b>	<b>\$72</b>	<b>\$73</b>	<b>\$74</b>
From 97% of SMI	88,481	105,334	122,188	139,041	142,201	145,361	148,521	151,681	154,841	158,001
To 100% of SMI	91,217	108,592	125,967	143,341	146,599	149,857	153,115	156,372	159,630	162,888
<b>Weekly Fee</b>	<b>\$58</b>	<b>\$62</b>	<b>\$66</b>	<b>\$70</b>	<b>\$71</b>	<b>\$72</b>	<b>\$73</b>	<b>\$74</b>	<b>\$74</b>	<b>\$75</b>



## Center Locations and Hours of Operation

CLC Palmer's Hill  
64 Palmer's Hill Road  
Stamford, CT 06902  
Phone: 203-323-5944  
Fax: 203-353-1239  
Hours of Operation: 7:30-5:30

CLC William Pitt  
195 Hillandale Avenue  
Stamford, CT 06902  
Phone: 203-967-6960  
Fax: 203-967-6968  
Hours of Operation: 7:30-5:30

CLC Maple Avenue  
90 Maple Avenue  
Stamford, CT 06902  
Phone: 203-989-0090  
Fax: 203-356-0445  
Hours of Operation: 7:30-5:30

CLC Lockwood  
93 Lockwood Ave  
Stamford, CT 06902  
Phone: 203-653-4418  
Fax: 203-323-3338  
Hours of Operation: 7:30-5:30

CLC Franklin Commons  
141 Franklin Street  
Stamford, CT 06902  
Phone/Fax: 203-316-8144  
Hours of Operation: 7:30-5:30

CLC Westover  
412 Stillwater Avenue  
Stamford, CT 06902  
Phone/Fax: 203-359-2462  
Hours of Operation: 8:00-5:00

CLC Martin Luther King  
40 Stillwater Avenue  
Stamford, CT 06902  
Phone/Fax: 203-977-8540  
Hours of Operation: 7:30-5:30

CLC Lathon Wider  
137 Henry Street  
Stamford, CT 06902  
Hours of Operation: 7:30-5:30

**Page 34 CLC Policies and Procedures Section 8 subsection a 1-5**

**Effective December 1, 2018 Section 8, subsection a is repealed and is replaced with the following:**

**PHILOSOPHY OF DISCIPLINE:** The main goal we wish to reach when disciplining young children is to instill self-controls in the child in place of teacher-maintained external controls. In order to establish this goal, the teaching staff focuses on building a positive self-concept by offering children developmentally appropriate choices and consequences to their behaviors. Of course, it is necessary for teachers to assume control when necessary, but the ultimate goal is to help the child achieve responsibility of him/herself.

**DISCIPLINE POLICY:**

STAFF SHALL NOT USE PHYSICAL METHODS OF ANY KIND TO DISCIPLINE A CHILD. Staff shall neither tie nor bind children. No child shall be deprived of food for disciplinary reasons. Physical restraint shall be used only to protect the safety and health of the child or others.

No child shall be exposed to psychological abusive or coercion; as well as neglectful, corporal, humiliating or frightening means of punishment under any circumstances.

A child over two who has displayed a behavior that needs teacher assistance will:

1. be given the identical toy that is causing the problem assuming the child is having difficulty sharing. If the same toy is not available or the problem is not sharing the child will be redirected to another activity within the classroom.
2. If redirecting the child does not work, the teacher will talk to the child. Try to understand what is causing the problem and if there is a way that the teacher can assist the child in behaving in an appropriate manner. The teacher may need to give some choices and some verbal guidance to the child. Try to have the child verbalize the appropriate behavior that is acceptable. Example: If the child is hitting because he/she wants a specific toy talk about setting a timer and that it will be his/her time next. Have the child discuss how hitting makes him/her feel.
3. If supplying another toy or redirecting is not solving the problem, a teacher may need to separate the child from the group to a space in the classroom where visual supervision is assured. The child will only be separated for a period not to exceed one minute per year of age. Teachers will set a timer for a reminder of when the child may get rejoin the group. The child will be encouraged to verbalize what happened to cause the negative behavior and what strategies may be used next time instead of what he/she did.
4. If a child continues to have behavior problems, referral to our Special Needs/Family Service Coordinator will be made. A parent conference will be scheduled and referrals to other agencies will be made when necessary.
5. A child's disruptive and/or harmful behavior may result in suspension, reduction of hours or withdrawal of the child from the program. CLC will work with all children and families to avoid a child's expulsion.

6. It is CLC's goal to limit or eliminate the use of suspension, expulsion and other exclusionary measures. However, if a child has continual behavior problems and all other possible interventions have been exhausted then there may be an agreement that exclusion is in the best interest of the child.
7. When exclusionary measures must be taken, CLC will offer the family assistance in accessing services and an alternate placement.

A child under two years of age will be redirected to another activity if their behavior proves to be a problem to others. As understanding develops, the child will be separated from the group and helped to understand the inappropriate behavior.

To avoid negative behaviors in the classroom teachers must set clear limits and use positive guidance when dealing with young children.

### **POSITIVE GUIDANCE TECHNIQUES:**

#### Provide an environment that encourages children's self-discipline:

1. Provide a balanced daily schedule, active and quiet play, indoors and outdoors.
2. Provide a variety of materials and activities to meet children's needs and interests.
3. Provide sufficient materials for the number of children in the group.
4. Involve children in setting limits and making rules for the group.
5. Provide timers or lists of names to show children when it will be their turn.
6. Make a place for everything and use picture labels to show where they go.
7. Keep materials and toys on low shelves so children can help themselves.

#### Use positive methods to guide individual children.

1. Try to understand why a child is misbehaving
2. Help children use problem-solving skills to develop resolutions to conflicts.
3. Focus on the child's behavior, not on the child.
4. State directions and reminding children of rules in a positive way, i.e., "Please walk in the room."
5. Reinforce children's positive behavior with genuine praise.
6. Help children understand and express their feelings in acceptable ways.

Staff will continually supervise children during disciplinary actions.

This policy complies with federal and state civil rights laws.

**Página 34 Políticas y procedimientos de CLC Sección 8 subsección a 1-5**

**A partir del 1 de diciembre de 2018, se deroga la Sección 8, inciso a, y se reemplaza por lo siguiente:**

**FILOSOFÍA DE LA DISCIPLINA:** El objetivo principal que deseamos alcanzar al disciplinar a los niños pequeños es inculcar el autocontrol en el niño en lugar de los controles externos mantenidos por el maestro. Para establecer esta meta, el personal docente se enfoca en construir un auto-concepto positivo al ofrecer a los niños elecciones apropiadas para el desarrollo y consecuencias para sus comportamientos. Por supuesto, es necesario que los maestros asuman el control cuando sea necesario, pero el objetivo final es ayudar al niño a asumir la responsabilidad de sí mismo.

**POLÍTICA DE DISCIPLINA:**

EL PERSONAL NO DEBE UTILIZAR MÉTODOS FÍSICOS DE NINGÚN TIPO PARA DISCIPLINAR A UN NIÑO. El personal no atará ni restringirá a los niños. Ningún niño será privado de alimentos por razones disciplinarias. La restricción física se utilizará solo para proteger la seguridad y la salud del niño o de otras personas.

Ningún niño será expuesto a coacción o abuso psicológico; así como medios de castigo negligentes, corporales, humillantes o atemorizantes en cualquier circunstancia.

Un niño mayor de dos años que demuestre un comportamiento que necesita la ayuda del maestro:

1. Recibirá el juguete idéntico que está causando el problema, asumiendo que el niño tiene dificultades para compartir. Si el mismo juguete no está disponible o el problema es no compartir, el niño será redirigido a otra actividad dentro del aula.
2. Si redirigir al niño no funciona, el maestro hablará con el niño. Tratar de comprender qué está causando el problema y si hay alguna forma en que el maestro pueda ayudar al niño a comportarse de manera apropiada. El maestro puede necesitar darle algunas opciones y alguna guía verbal al niño. Tratar de que el niño verbalice el comportamiento apropiado que sea aceptable. Ejemplo: si el niño está golpeando porque quiere un juguete específico, hablar sobre usar un cronómetro de tiempo (temporizador) y explicar que pronto será su turno. Haga que el niño discuta cómo le hace sentir golpear.
3. Si el suministro de otro juguete o la reorientación no resuelve el problema, es posible que el maestro deba separar al niño del grupo en un espacio en el salón de clases donde se asegure la supervisión visual. El niño solo estará separado por un período que no exceda un minuto por año de edad. Los maestros usarán un temporizador para recordar cuándo el niño puede volver a unirse al grupo. Se alentará al niño a que verbalice lo que sucedió y causó el comportamiento negativo y qué estrategias se pueden usar la próxima vez en lugar de lo que hizo.

4. Si un niño continúa teniendo problemas de comportamiento, se hará un referido a nuestro Trabajador de Servicios Familiares / Necesidades Especiales. Se programará una conferencia con los padres y se harán referidos a otras agencias cuando sea necesario.

5. El comportamiento disruptivo y/o dañino de un niño puede resultar en la suspensión, reducción de horas o retiro del niño del programa. CLC trabajará con todos los niños y familias para evitar la expulsión de un niño.

6. El objetivo de CLC es limitar o eliminar el uso de suspensión, expulsión y otras medidas de exclusión. Sin embargo, si un niño tiene problemas continuos de conducta y todas las demás intervenciones posibles se han agotado, entonces puede haber un acuerdo de que la exclusión está en el mejor interés del niño.

7. Cuando deban tomarse medidas de exclusión, CLC ofrecerá a la familia asistencia para acceder a otros servicios en una ubicación alternativa.

Un niño menor de dos años será redirigido a otra actividad si su comportamiento demuestra ser un problema para los demás. A medida que se desarrolle la comprensión, se separará al niño del grupo y se le ayudará a comprender el comportamiento inapropiado.

Para evitar comportamientos negativos en el aula, los maestros deben establecer límites claros y utilizar una guía positiva al tratar con niños pequeños.

### **TÉCNICAS DE ORIENTACIÓN POSITIVA:**

#### Proporcionar un entorno que fomente la autodisciplina de los niños:

1. Proporcione un horario diario equilibrado, juego activo y tranquilo, en interiores y exteriores.
2. Proporcionar una variedad de materiales y actividades para satisfacer las necesidades e intereses de los niños.
3. Proporcione suficientes materiales para el número de niños del grupo.
4. Involucrar a los niños al establecer límites y establecer reglas para el grupo.
5. Proporcionar cronómetros o listas de nombres para mostrarles a los niños cuándo será su turno.
6. Haga un lugar para todo y use etiquetas con imágenes para mostrar adónde van.
7. Mantenga los materiales y juguetes en estantes bajos para que los niños puedan accederlos por sí mismos.

#### Utilice métodos positivos para guiar a los niños en forma individual.

1. Trate de entender por qué un niño se está portando mal
2. Ayude a los niños a usar habilidades de resolución de problemas para desarrollar soluciones a conflictos.
3. Concéntrese en el comportamiento del niño, no en el niño.
4. Indique las instrucciones y recuerde a los niños las reglas de una manera positiva, es decir, "Por favor, camine en el salón".
5. Refuerce el comportamiento positivo de los niños con elogios genuinos.
6. Ayude a los niños a comprender y expresar sus sentimientos de manera aceptable.

El personal supervisará continuamente a los niños durante las acciones disciplinarias.

Esta política cumple con las leyes de derechos civiles federales y estatales.

## **1. Solicitud e inscripción**

### **a. Elegibilidad**

1. El programa de preparación escolar está disponible para todos los residentes de Stamford.
2. El Programa de Desarrollo Infantil Financiado por el Estado (Guardería Infantil Estatal) ofrece cuidado de día completo a los residentes de Connecticut donde todos los adultos en el hogar demuestran una necesidad de cuidado 30 horas por semana o más debido al trabajo o la escuela. Los niños inscritos en el Programa de desarrollo infantil financiado por el estado deben demostrar una necesidad de atención debido a que los adultos trabajan o están en una escuela o capacitación aprobada durante 30 horas por semana o más. Se espera una asistencia constante y regular.
3. Los padres que no cumplan con los requisitos de elegibilidad del Programa de Desarrollo Infantil Financiado por el Estado pueden ser elegibles para inscribirse en nuestro Programa de Desarrollo Infantil privado.
4. El programa Head Start ofrece cuidado semanal de medio día a los residentes de Stamford, Darien y Greenwich que cumplen con las pautas de ingresos.
5. Early Head Start está disponible para bebés y niños pequeños en un programa basado en un centro de tiempo completo para familias que residen en Stamford. Las familias deben estar en o por debajo de las Pautas de pobreza del Departamento de Salud y Servicios Humanos de EE. UU. La inscripción se prioriza según la necesidad.
6. El registro del programa requiere que las familias presenten documentación, incluidos los ingresos, para determinar la elegibilidad inicial y una nueva determinación periódica, al menos una vez al año.

### **b. Solicitud e inscripción**

1. La inscripción es un proceso continuo durante todo el año. La disponibilidad de espacios en el programa varía a lo largo del año.
2. Las familias pueden completar y enviar un formulario de consulta CLC en cualquier momento, sin cargo.
3. Los recorridos por las instalaciones están disponibles con cita previa.
4. Los padres con custodia o tutores legales pueden inscribir a los niños.
5. Los padres que inscriben asistirán a una cita de inscripción de admisión y deben presentar una tarifa de inscripción no reembolsable de \$ 35.00 (no se aplica en Head Start o Early Head Start). Esta tarifa puede pagarse en efectivo o mediante giro postal.

6. Los solicitantes deben proporcionar documentación en la cita de registro inicial para determinar la elegibilidad. Las citas de registro de admisión deben reprogramarse si las familias no traen la documentación requerida.
7. La documentación solicitada está sujeta a cambios según las necesidades del niño / familia, así como los requisitos de la fuente de financiación.
8. CLC revisará la documentación después de ser entregada durante la cita de registro. El proceso de revisión toma un mínimo de 48 horas.
9. Se le ofrecerá a su hijo una fecha de inicio del salón de clases por escrito una vez que se presente y apruebe toda la documentación requerida.
10. Si una familia rechaza una asignación de salón de clases cuando se ofrece cuidado, el archivo del niño se mantendrá por un período de un año. El padre debe comunicarse con CLC para volver a colocar al niño en la lista para la próxima inscripción disponible. Es posible que se requieran reuniones y papeleo de seguimiento adicional.
11. Si un niño no asiste a la escuela en la fecha de inicio programada, se mantendrá un espacio por un período de hasta dos semanas mientras el personal intenta comunicarse con la familia. Las familias son responsables del pago durante este tiempo. Después de dos semanas, el espacio ya no se puede mantener y la familia tendrá que volver a colocarse en la lista.

## **2. Cuotas mensuales**

### **a. Determinación y redeterminación de tarifas**

1. Hay una tarifa de procesamiento de la agencia CLC no reembolsable de \$ 35.00, por niño, que se debe pagar en la primera cita de inscripción para los programas de preparación escolar y desarrollo infantil. Se aceptarán giros postales o efectivo exacto para la tarifa de procesamiento. Tenga en cuenta que en CLC no se acepta efectivo para ningún otro pago después de la tarifa de procesamiento.
2. Se requiere documentación de ingresos de todos los miembros de la familia en el hogar para determinar la elegibilidad para los programas subsidiados ofrecidos en CLC. De acuerdo con las pautas de la agencia, una "familia" se define como: un padre (s) por sangre, matrimonio o adopción, el cónyuge de un padre y sus hijos menores que residen juntos; Guardián legal; o un hijo adoptivo. Para los programas financiados por el estado, CLC sigue la definición de familia de la Política General GP B-02 de la OEC.
3. Si las familias optan por no enviar los ingresos del hogar, el niño no será elegible para el cuidado subsidiado y debe solicitarlo a través del Programa de Desarrollo Infantil privado. Sin embargo, para el programa de preparación escolar, las familias solicitantes que afirmen estar por encima del 75% del



ingreso medio estatal (SMI) pueden proporcionar un estimado sin documentación, pero deben aceptar pagar el costo de la atención.

4. El ingreso familiar debe ser igual o inferior al 75% del ingreso medio estatal para ser elegible para el Programa de desarrollo infantil financiado por el estado y al 100% del nivel de pobreza para ser elegible para el Programa Head Start y Early Head Start. Las familias con ingresos superiores al 75% del ingreso medio estatal son elegibles para el Programa de preparación escolar.

5. Si está inscrito en el Programa de preparación escolar (día completo, medio día o día extendido) o en el Programa de desarrollo infantil financiado por el estado, se determinará una tarifa mensual según las pautas de la escala de tarifas actual del programa.

6. Se deben presentar todas las fuentes de ingresos para determinar la elegibilidad. Ingresos brutos utilizados para calcular la tarifa, según lo determinado por:

1. El ingreso total bruto se calculará con base en la mejor estimación del ingreso familiar utilizando una declaración de impuestos federal o estatal actual y completa como fuente principal de verificación. Los ingresos incluyen los ingresos del trabajo y los ingresos de todas las demás fuentes según se define en la Política general GP B-02 de la Oficina de la primera infancia (OEC).

2. Si una declaración de impuestos no está disponible o no refleja las circunstancias actuales de la familia, las declaraciones de nómina u otra documentación de ingresos (como cartas notariadas de empleadores, etc.) se pueden usar de la siguiente manera:

a) Los ingresos recibidos mensualmente o con mayor frecuencia se anualizarán en función de los montos recibidos en el período de cuatro semanas inmediatamente antes de la fecha de ingreso cálculo.

b) Los ingresos recibidos con menos frecuencia que mensualmente se promediarán durante el período cubierto.

c) Los ingresos que fluctúan de manera impredecible se promediarán durante un período más largo, período más representativo.

d) Los ingresos recibidos regularmente de acuerdo con un cronograma se anualizarán con base en el calendario de pago.

e) Los ingresos derivados del empleo en virtud de los términos de un contrato de trabajo deberán anualizarse durante la vigencia del contrato de trabajo.

f) Cuando se espera que los ingresos cambien o un miembro de la familia esté comenzando un nuevo empleo o cambiando los horarios de trabajo, los ingresos se calcularán con base en la mejor estimación durante los próximos seis meses, utilizando toda la documentación disponible para realizar dicho cálculo.

g) Las personas que trabajan por cuenta propia deberán tener su cálculo basado en su Declaración de Impuestos del el año anterior en EE. UU, declaración de impuestos sobre la renta de los residentes de Connecticut o registros comerciales, el que refleje mejor las ganancias proyectadas. Se permitirán las deducciones comerciales estándar de acuerdo con los requisitos fiscales federales del IRS. Para ser deducible, un gasto comercial debe ser tanto ordinario como necesario. Un gasto ordinario es aquel que es común y aceptado en el comercio o negocio. Un gasto necesario es aquel que es útil y apropiado para el oficio o negocio. Un gasto no tiene por qué ser indispensable para ser considerado necesario.

3. Se puede solicitar una verificación de ingresos adicional para completar el proceso de registro. Los trabajadores de servicios familiares requieren que se proporcione información sobre los ingresos del hogar siempre que sea necesario. Esto puede ser el resultado de una consulta de un tercero para cumplir con nuestras regulaciones.

4. El personal de servicio familiar utiliza los ingresos brutos para identificar la tarifa que coincide con el tamaño específico de la familia utilizando la Lista de tarifas de la OEC, Política general GP B-01.

5. Las tarifas se revisan con los padres. Los padres reciben copias de la documentación de cálculo de tarifas.

6. Se espera que las familias discutan cualquier aumento o disminución en los ingresos o cambio en la composición familiar con el Trabajador de Servicios Familiares dentro de los 15 días para que las tarifas se puedan ajustar en consecuencia. No hay créditos retroactivos.

7. La redeterminación de las tarifas y la elegibilidad del programa es un proceso obligatorio para todos los programas financiados por el estado. El Programa de preparación escolar y el Programa de desarrollo infantil financiado por el estado vuelven a determinar las tarifas anualmente. Documentación de ingresos y comprobante de familia deberán ser presentados a su trabajador de servicio familiar al ser requerido.

8. Las familias pueden consultar con un trabajador de servicios familiares en cualquier momento sobre cómo se determinan las tarifas.

9. Si un padre presenta cualquier documentación incorrecta, intencionalmente engañosa o fraudulenta para calificar para uno de los programas subsidiados de Children's Learning Centers del condado de Fairfield, CLC puede requerir que los padres paguen las tarifas por la diferencia entre las cantidades que se les cobraron y las cantidad que deberían haber estado pagando.

## **b. Care4Kids**

1. Care4Kids es un programa de subsidio adicional ofrecido y administrado por el estado de Connecticut. Si se identifica como elegible para Care4Kids, se espera que las familias se reúnan con el personal de servicio familiar para determinar si enviarán una solicitud y cualquier documentación o papeleo necesarios de acuerdo con los plazos designados. El personal coordinador de Subsidios y Servicios Familiares ayudará a las familias con las solicitudes de Care4Kids y comprenderá los requisitos.

2. La tarifa establecida al momento de la admisión es temporal pendiente de la aprobación de Care4Kids si su familia es elegible. Puede haber un cambio en su tarifa según las pautas de Care4Kids.

### **c. Pago de tarifas**

1. El primer pago para todas las familias vence durante el proceso de inscripción y antes del primer día de clases de su hijo.

2. Las familias que se inscriben en el Programa de Desarrollo Infantil Privado de CLC deben dar un depósito equivalente a la matrícula de un mes. El depósito se puede utilizar como la matrícula del último mes cuando se da por escrito un aviso de 30 días para retirar, como se describe en las Políticas y Procedimientos de CLC, Sección 6, subsección b 1a.

3. A partir de enero de 2020, las nuevas familias que se inscriban en el Programa de preparación escolar o de desarrollo infantil financiado por el estado deben dar un depósito equivalente a la matrícula de un mes. El depósito se puede aplicar a la matrícula del último mes.

4. Las tarifas se pagan por adelantado para el mes siguiente. Los pagos de las cuotas mensuales vencen al momento de la entrega el último viernes del mes, a menos que se especifique lo contrario.

5. Las tarifas y las fechas de cobro de tarifas están sujetas a cambios, y se le notificará con al menos 30 días calendario de anticipación sobre cualquier cambio.

6. Todos los pagos deben ser por mes; CLC no acepta pagos diarios o semanales.

7. Se cobra una tarifa mensual completa esté o no su hijo presente, independientemente del motivo de la ausencia. Si su hijo va a estar o ha estado ausente durante varios días durante el mes, se seguirá cobrando la tarifa mensual. Esto permite que su hijo continúe en el programa cuando regrese.

8. La oficina de finanzas colocará en el cubículo de su hijo una factura escrita que muestre el monto adeudado, la fecha de cobro en el salón de clases y la fecha en que se llevará a cabo la exclusión cada mes. Si no recibe esta factura, comuníquese con la oficina de finanzas. Es responsabilidad de los padres realizar el pago antes del primer día del mes.

9. Se aceptará un cheque personal o un giro postal como métodos de pago. El nombre completo, el aula y el número de cuenta del niño deben indicarse en los pagos con cheque o giro postal.

10. Los pagos con tarjeta de crédito se pueden hacer en persona en 64 Palmer's Hill Road o se puede completar un Formulario de autorización de tarjeta de crédito y enviarlo a la oficina de finanzas. Los pagos con tarjeta de crédito no se pueden realizar por teléfono.

11. Si el pago no se realiza en la casilla de cobro de cuotas designada antes de la fecha de vencimiento, los padres deben viajar a las oficinas administrativas de CLC en 64 Palmer's Hill Road. Los padres deben mostrar un recibo de pago para que el niño regrese al salón de clases después de la fecha de exclusión.

12. No se cobran tarifas por la semana que CLC está cerrada en diciembre. Tampoco se cobran tarifas por el programa de medio día de preparación escolar durante las vacaciones de invierno / primavera.

#### **d. Falta de pago**

1. Se le negarán los servicios a un niño y el niño será excluido del salón de clases por falta de pago en los Programas de Preparación Escolar y Desarrollo Infantil. Durante la exclusión, el espacio de inscripción de un niño se retendrá hasta dos semanas para que los padres realicen el pago completo.
2. Los padres siguen siendo responsables del pago mensual en todo momento durante la exclusión. Si el pago no se realiza al final del período de exclusión, la oficina de Servicios Familiares retirará al niño del programa. El programa Head Start y Early Head Start reducirá las horas de servicio a medio día.
3. Una vez que se excluye a un niño, todos los pagos deben realizarse en 64 Palmer's Hill Road. Será necesario un recibo por escrito para que los maestros del salón de clases acepten a su hijo en el salón de clases nuevamente y finalicen la exclusión.
4. Un patrón continuo de demora o falta de pago puede resultar en el retiro del programa.
5. En caso de incumplimiento en el pago, el padre que inscribe acepta pagar los costos de colección y cobros y los honorarios razonables del abogado. Los niños inscritos en Head Start y Early Head Start seguirán recibiendo servicios de medio día.
6. Si un niño va a estar ausente por una o más semanas, los padres deben recibir la aprobación del Personal de Servicios Familiares por adelantado. Los padres deben pagar la tarifa mensual de su hijo por adelantado por una ausencia de una o más semanas si se programa una fecha de pago de la tarifa durante el tiempo de vacaciones solicitado.
7. Los cheques devueltos por fondos insuficientes representan una tarifa impaga. Si se devuelve un cheque, nos reservamos el derecho a denegar el servicio. El pago de un cheque sin fondos debe enviarse a la Oficina de Finanzas en 64 Palmer's Hill Road. Los maestros no aceptarán estos pagos. Si los cheques se devuelven por fondos insuficientes, CLC ya no aceptará un cheque como pago, y sus tarifas deben pagarse mediante giro postal o tarjeta de crédito durante la duración del cuidado de su hijo en CLC.
8. Hay un mínimo de \$ 35.00 para todas las transacciones de crédito / débito. Todas las transacciones de crédito / débito deben realizarse en persona en la ubicación de 64 Palmer's Hill Road durante el horario comercial habitual.

#### **e. Tarifa de recogida tardía**

1. Si un niño es recogido tarde después del cierre del salón de clases, se carga automáticamente una tarifa por recoger tarde a la cuenta de su hijo y debe pagarse además de la tarifa mensual. El cargo por

retraso es de \$ 15.00 por los primeros 10 minutos (cualquier parte de los primeros 10 minutos) que el niño no haya sido firmado fuera del salón de clases, y \$ 1.00 por minuto a partir de ese momento. Se cobran tarifas por recoger tarde sin importar el motivo. Los cargos por pago atrasado son automáticos y no quedan a discreción de los maestros y no se pueden renunciar.

#### **f. Crédito o saldo al momento del retiro**

1. Retiro involuntario: Después de un período de exclusión por falta de pago de dos semanas, CLC se reserva el derecho de retirar al niño por falta de pago. En caso de incumplimiento en el pago, el padre que inscribe acepta pagar los costos de colección y cobro y los honorarios razonables del abogado. Los niños inscritos en Head Start y Early Head Start seguirán recibiendo servicios de medio día.

2. Retiro voluntario: Un padre que se inscribe debe notificar a la oficina de Servicios para la Familia dentro de los 60 días calendario posteriores al retiro de un niño para solicitar cualquier crédito que quede en la cuenta del padre que inscribe. La solicitud debe hacerse por escrito y se debe documentar una dirección actual en la solicitud por escrito. Una vez que se reciba la solicitud por escrito, se emitirá un cheque dentro de los 15 días hábiles posteriores a la solicitud y se enviará por correo a la dirección indicada. Los reembolsos no se emitirán después de 60 días calendario de la fecha de retiro del niño.

3. Cualquier crédito en una cuenta (incluidos los créditos de Care4kids) no se reembolsará hasta que el padre que inscribe haya completado el proceso de retiro de CLC.

4. En el caso de que una familia rechace la colocación de su hijo, el primer pago es reembolsable hasta 60 días calendario antes de la fecha de inicio del niño. La solicitud por escrito debe enviarse a la oficina de Servicios Familiares. Se debe adjuntar una copia del recibo de pago a la solicitud por escrito, junto con una dirección actual. Una vez que se reciba la solicitud por escrito, se emitirá un cheque dentro de los 30 días hábiles posteriores a la solicitud y se enviará por correo a la dirección indicada. Si es menos de 60 días antes de la fecha de inicio, no se otorgará un reembolso.

#### **g. Política de dificultades**

Las familias que experimenten un cambio repentino en las circunstancias que afecte negativamente su capacidad de pago pueden completar un formulario de dificultad financiera. La dificultad se determina caso por caso. La asistencia puede ser otorgada por uno o más de los siguientes: redeterminación de tarifas, tiempo adicional para pagar, asistencia para solicitar una beca, plan de pago único y / o modificación temporal de tarifas. El personal de servicio familiar conecta a las familias con recursos a largo plazo en la comunidad que pueden ayudar con las necesidades básicas y brindar apoyo adicional.

CLC se reserva el derecho de tomar una determinación final sobre la elegibilidad de una familia por dificultades

### **3. Confidencialidad**

#### **a. Liberación de información**

1. Siempre se mantiene la estricta confidencialidad de toda la información familiar. CLC no divulgará información a terceros sin su conocimiento, a menos que estemos legalmente obligados a hacerlo.

2. Como parte de nuestras regulaciones, la información se puede compartir con cualquiera de las siguientes agencias, según su tipo de inscripción con CLC:

a. La Corporación de Servicio de Alimentos de Lindley

b. La Oficina de la Primera Infancia de Connecticut

c. El Departamento de Salud de Connecticut / Departamento de Salud de Stamford

d. El Departamento de Servicios Sociales de Connecticut

e. El Departamento de Educación de Connecticut

f. La Junta de Educación de la Ciudad de Stamford

g. Las escuelas públicas de Stamford

h. El Departamento de Niños y Familias de Connecticut

i. La oficina de Head Start

j. La Asociación Nacional para la Educación de Niños Pequeños

3. Si un padre que se inscribe solicita que CLC comparta información con otra agencia o persona que no sea la descrita anteriormente, se debe completar un formulario de divulgación de información con la oficina de Servicios Familiares.

## **1. Application and Enrollment**

### **a. Eligibility**

1. The School Readiness program is available to all Stamford residents.
2. The State Funded Child Development Program (State Child Day Care) offers full day care to Connecticut residents where all adults in the household demonstrate a need for care 30 hours a week or more due to work or school. Children enrolled in the State Funded Child Development Program must show a need for care due to adults working or in approved school or training 30 hours per week or more. Consistent and regular attendance is expected.
3. Parents who do not meet the eligibility requirements of the State Funded Child Development Program may be eligible for enrollment in our private Child Development Program.
4. The Head Start Program offers weekly, part-day care to residents of Stamford, Darien and Greenwich that meet income guidelines.
5. Early Head Start is available for infants and toddlers in a full time center based program for families that reside in Stamford. Families must be at or below the U.S. Department of Health and Human Services Poverty Guidelines. Enrollment is prioritized by need.
6. Program registration requires that families submit documentation, including income, to determine initial eligibility and periodic ongoing re-determination, at least annually.

### **b. Application and Enrollment**

1. Enrollment is an ongoing, year-round process. The availability of spaces in the program fluctuates throughout the year.
2. Families may complete and submit a CLC Inquiry Form at any time, free of charge.
3. Tours of the facility are available by appointment.
4. Children may be enrolled by custodial parents or legal guardians.
5. Enrolling parents will attend an intake registration appointment and must submit a non-refundable registration fee of \$35.00 (not applicable in Head Start or Early Head Start). This fee may be paid by cash or money order.
6. Applicants are required to provide documentation at the initial registration appointment in order to determine eligibility. Intake registration appointments must be rescheduled if families do not bring the required documentation.
7. Requested documentation is subject to change based on child/family needs as well as funding source requirements.
8. CLC will review documentation after it is submitted during the registration appointment. The review process takes a minimum of 48 hours.
9. A classroom start date will be offered to your child in writing once all required documentation is submitted and approved.
10. If a family declines a classroom assignment when care is offered, the child's file will be held for a period of one year. The parent should contact CLC in order to place the child back on the list for the next available enrollment. Additional follow-up paperwork and meetings may be required.
11. If a child does not attend school on the scheduled start date, a space will be held for a period of up to two weeks while staff attempt to get in touch with the family. Families are responsible for payment during this time. After two weeks, the space can no longer be held and the family will have to be placed back on the list.

## 2. Monthly Fees

### a. Fee Determination and Redetermination

1. There is a \$35.00 non-refundable CLC agency processing fee, per child, due at the first registration appointment for School Readiness and Child Development programs. Money orders or exact cash will be accepted for the processing fee. Please note that cash is not accepted at CLC for any further payments after the processing fee.
2. Documentation of income is required from all family members in the household to determine eligibility for subsidized programs offered at CLC. According to agency guidelines a “family” is defined as: a parent(s) by blood, marriage, or adoption, a parent’s spouse, and their minor children who reside together; legal guardian; or a foster child. For state-funded programs, CLC follows the OEC General Policy GP B-02 definition of family.
3. If families choose not to submit household income, the child will not be eligible for subsidized care and must apply through the private Child Development Program. However, for School Readiness, applicant families claiming to be over 75% of the state median income (SMI) may provide an estimate without documentation, but must agree to pay the cost of care.
4. Family income must be at or below 75% of the State Median Income in order to be eligible for the State Funded Child Development Program and at 100% of the poverty level to be eligible for the Head Start and Early Head Start Program. Families with income up to and exceeding 75% of the State Median Income are eligible for the School Readiness Program.
5. If enrolled in either the School Readiness Program (Full-Day, Part-Day, or Extended Day) or the State Funded Child Development Program, a monthly fee will be determined based on the program’s current fee scale guidelines.
6. All sources of income should be presented to determine eligibility. Gross income used to calculate the fee, as determined by:
  1. Gross total income shall be calculated based on the best estimate of family income using a current and complete federal or state tax return as the primary source for verification. Income includes earned income and income from all other sources as defined in the Office of Early Childhood (OEC) General Policy GP B-02.
  2. If a tax return is not available or it does not reflect the family’s current circumstances, payroll statements or other documentation of income (such as notarized letters from employers, etc.) may be used as follows:
    - a) Income received monthly or more frequently shall be annualized based on the amount received in the four-week period immediately before the date of the income calculation.
    - b) Income received less frequently than monthly shall be averaged over the period it covers.
    - c) Income that fluctuates in an unpredictable manner shall be averaged over a longer, more representative period.
    - d) Income received regularly according to a schedule shall be annualized based on the payment schedule.
    - e) Income derived through employment under the terms of an employment contract shall be annualized over the term of the employment contract period.
    - f) When income is expected to change or a family member is beginning new employment or changing work schedules, income shall be calculated based on the best estimate over the next six months, using all available documentation to make such calculation.
    - g) Self-employed individuals shall have their calculation based on the prior year’s U.S. Individual Income Tax Return, Connecticut Resident Income Tax Return or current business records, whichever is more reflective of the projected earnings. Standard business deductions shall be allowed in accordance with federal IRS tax requirements. To be



deductible, a business expense must be both ordinary and necessary. An ordinary expense is one that is common and accepted in the trade or business. A necessary expense is one that is helpful and appropriate for the trade or business. An expense does not have to be indispensable to be considered necessary.

3. Additional income verification may be requested to complete the registration process. Family Service Workers require you to provide information regarding household earnings whenever necessary. This may be as a result of a third party inquiry to meet our regulations.
4. Family Service Staff use gross income to identify the fee that matches the family's specific size using the OEC Fee Schedule, General Policy GP B-01.
5. Fees are reviewed with parents. Parents are provided copies of fee calculation documentation.
6. Families are expected to discuss any increase or decrease in income or change in family composition with the Family Service Worker within 15 days so that fees can be adjusted accordingly. There are no retroactive credits.
7. Re-determination of fees and program eligibility is a mandatory process for all State Funded Programs. The School Readiness Program and the State Funded Child Development Program re-determines fees on an annual basis. Income documentation and proof of family size must be submitted to a Family Service Worker upon request.
8. Families may consult with a Family Service Worker at any time regarding how fees are determined.
9. If a parent submits any incorrect, intentionally misleading, or fraudulent documentation to qualify for one of the Children's Learning Centers of Fairfield County's subsidized programs, CLC may require the parents to pay back fees for the difference between the amounts they were charged and the amount they should have been paying.

**b. Care4Kids**

1. Care4Kids is an additional subsidy program offered and administered by the State of Connecticut. If identified as eligible for Care4Kids, families are expected to meet with Family Service Staff to determine if they will submit an application and any necessary documentation or paperwork in accordance with the designated deadlines. Family Service and Subsidy Coordinator staff will assist families with Care4Kids applications and understanding the requirements.
2. The fee set at intake is temporary pending Care4Kids approval if your family is eligible. There may be a change in your fee based on the Care4Kids guidelines.

**c. Fee Payment**

1. The first payment for all families is due during the registration process and prior to your child's first day of school.
2. Families enrolling in the *CLC Private Child Development Program* are required to give a deposit equal to one month's tuition. The deposit may be used as the last month's tuition when a 30 day notice to withdraw is given in writing, as outlined in CLC Policies and Procedures Section 6 subsection b 1a.
3. Effective January 2020, new families enrolling in the State-Funded Child Development or School Readiness Program, are required to give a deposit equal to one month's tuition. The deposit may be applied to the last month's tuition.
4. Fees are paid in advance for the following month. Monthly fee payments are due at drop-off on the last Friday of the month, unless otherwise specified.
5. Fees and fee collection dates are subject to change, and you will be given at least 30 calendar days' advance notice of any changes.
6. All payments must be for the month; CLC does not accept daily or weekly payments.

7. A full monthly fee is charged whether or not your child is present, regardless of the reason for absence. If your child will be, or has been absent for a number of days during the month, the monthly fee will still be assessed. This allows your child to continue in the program when he or she returns.
8. The finance office will place in your child's cubby a written invoice showing the amount due, the classroom collection date, and the date exclusion will take place each month. If you do not receive this invoice, please contact the finance office. It is the parent's responsibility to make payment prior to the first day of the month.
9. A personal check or money order will be accepted as methods of payment. The child's full name, classroom and account number must be indicated on check or money order payments.
10. Credit card payments can be made in person at 64 Palmer's Hill Road or a Credit Card Authorization Form can be filled out and submitted to the finance office. Credit card payments cannot be taken over the phone.
11. If payment is not made to the designated fee collection box by the due date, parents must travel to CLC administrative offices at 64 Palmer's Hill Road. Parents must show a receipt of payment in order for the child to return to the classroom after the exclusion date.
12. Fees are not charged for the week that CLC is closed in December. Fees are also not charged for the School Readiness Part-Day program during the winter/spring break.

**d. Non-Payment**

1. A child's services will be denied and the child will be excluded from the classroom for lack of payment in the School Readiness and Child Development Programs. During exclusion, a child's enrollment space will be held up to two weeks in order for the parent to make full payment.
2. Parents remain responsible for the monthly payment at all times during exclusion. If payment is not made by the end of the exclusion period, the child will be withdrawn from the program by the Family Service office. The Head Start and Early Head Start Program will reduce the hours of services to part-day.
3. Once a child is excluded, all payments must be made at 64 Palmer's Hill Road. A written receipt will be necessary for the classroom teachers to accept your child into the classroom again and end the exclusion.
4. An ongoing pattern of late or non-payment may result in withdrawal from the program.
5. In the event of default in payment, the enrolling parent agrees to pay collection costs and reasonable attorney fees. Children enrolled in Head Start and Early Head Start will continue to receive part-day services.
6. If a child is going to be absent for one or more weeks, the parent(s) must receive approval from the Family Services Staff in advance. Parents are required to pay their child's monthly fee in advance for an absence of one or more weeks if a fee payment date is scheduled during the requested vacation time.
7. Checks that are returned for insufficient funds represent an unpaid fee. If a check is returned, we reserve the right to deny service. Payment for a bounced check must be delivered to the Finance Office at 64 Palmer's Hill Road. Teachers will not accept these payments. If checks are returned for insufficient funds, CLC will no longer accept a check as payment, and your fees must be paid by money order or credit card for the duration of your child's care at CLC.
8. There is \$35.00 minimum for all credit /debit transactions. All credit/debit transactions must be made in person at the 64 Palmer's Hill Road location during regular business hours.

**e. Late Pick up Fee**

1. If a child is picked up late after the closing of the classroom, a late pick-up fee is automatically charged to your child's account and must be paid in addition to the monthly fee. The late fee is

\$15.00 for the first 10 minutes (any part of the first 10 minutes) that the child is not signed out of the classroom, and \$1.00 per minute from that point forward. Fees are charged for late pick-up regardless of the reason. Late fees are automatic and not at the discretion of teachers and cannot be waived.

**f. Credit or Balance at Withdrawal**

1. Involuntary withdrawal: After a two week non-payment exclusion period, CLC reserves the right to withdraw the child based on lack of payment. In the event of default in payment, the enrolling parent agrees to pay collection costs and reasonable attorney fees. Children enrolled in Head Start and Early Head Start will continue to receive part-day services.
2. Voluntary withdrawal: An enrolling parent must notify the Family Services office within 60 calendar days of a child's withdrawal to request any credit left on the enrolling parent's account. The request must be made in writing and a current address must be documented in the written request. Once the written request is received, a check will be issued within 15 business days of the request and will be mailed to the given address. Refunds will not be issued after 60 calendar days of a child's withdrawal date.
3. Any credit on an account (including Care4kids credits) will not be refunded until the enrolling parent has completed CLC's withdrawal process.
4. In the event that a family declines their child's placement, the first payment is refundable up to 60 calendar days in advance of the child's start date. Written request should be submitted to the Family Service office. A copy of the receipt of payment must be attached to the written request, along with a current address. Once the written request is received, a check will be issued within 30 business days of the request and will be mailed to the given address. If it is less than 60 days prior to the start date, a refund will not be given.

**g. Hardship Policy**

Families experiencing a sudden change in circumstances that adversely affects their ability to pay may complete a financial hardship form. Hardship is determined on a case by case basis. Assistance may be granted by one or more of the following: fee re-determination, additional time to pay, assistance in applying for scholarship, one-time payment plan, and /or temporary fee modification. Family Service Staff connect families to long term resources in the community that can assist with basic needs and provide additional support.

CLC reserves the right to make a final determination of a family's eligibility of hardship

**3. Confidentiality**

**a. Release of Information**

1. Strict confidentiality of all family information is always maintained. CLC will not release information to a third party without your knowledge unless we are legally required to do so.
2. As part of our regulations, information may be shared with any of the following agencies, depending on your type of enrollment with CLC:
  - a. The Lindley Food Service Corporation
  - b. The Connecticut Office of Early Childhood
  - c. The Connecticut Department of Health/The Stamford Department of Health
  - d. The Connecticut Department of Social Services

- e. The Connecticut Department of Education
  - f. The City of Stamford Board of Education
  - g. The Stamford Public Schools
  - h. The Connecticut Department of Children and Families
  - i. The Office Of Head Start
  - j. The National Association for the Education of Young Children
3. If an enrolling parent requests that CLC share information with another agency or person other than described above, a release of information form must be completed with the Family Service office.