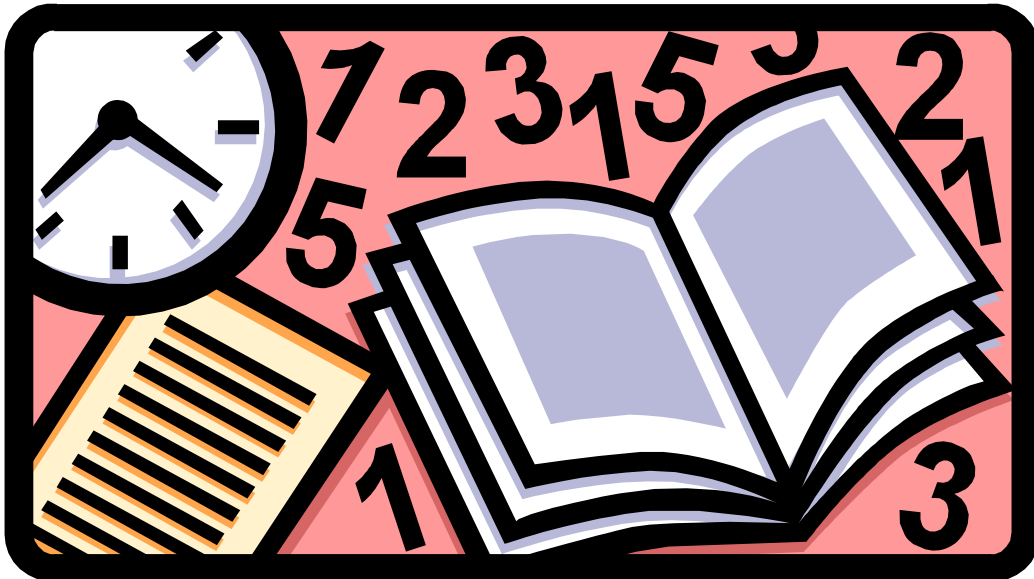


Town of Stratford

K-6 After School Enrichment Program

PROGRAM POLICY HANDBOOK



South End Community Center

19 Bates Street

Stratford, CT. 06615

(203) 377 – 0689 Phone

(203) 377 – 1341 Fax

www.townofstratford.com/secc

Ms. Ty Sims, SECC Program Coordinator
Mrs. Debbie Patrick, Administrative Assistant

**2023-24 Policies and Procedures
South End Community Center (SECC)
K-6 After School Enrichment Program (K-6 ASEP)**

Enrollment

Children who meet the following criteria can be enrolled:

1. Stratford residents
2. In Kindergarten to Grade 6 (ages 5 -12)
3. Ability to independently change their clothes and toilet themselves
4. All registration documents are completed and signed. It is the responsibility of the parents/guardians to notify staff of any changes in registration information during the school year (i.e., changes in emergency numbers, parent contact information changes). Children with any of the following documents missing or incomplete cannot participate:
 - Enrollment
 - Transportation Permission and Child Pick Up Authorization
 - Medical Form and Authorization for Emergency Medical Treatment (It is mandatory that the child has up-to-date immunization records on file.)
 - Parental consent to administer medication(s) and physician authorization, if applicable
 - Parent/Child Agreement
 - Proof of child's identity (i.e., birth certificate)
 - Payment Agreement

Fees

The following lists the fees:

Registration Fee:	\$60.00 (Non-refundable)
After School Care:	\$280.00 per month
Late Pick Up Fee:	\$10.00 for first ten (10) minutes \$5.00 each additional five (5) minutes
Late Tuition Fee:	\$15.00

- A deposit equivalent to one month's tuition (\$280.00) plus a non-refundable registration fee (\$60.00) is due with application to the K-6 ASEP for a total of \$340.00.
- The non-refundable registration fee is applied to the child's tuition for the last month the child is enrolled in the K-6 ASEP.
- Tuition for each month is due in full in advance by the fifteenth (15th) of each month (i.e., October's tuition is due by September (15th). Fees not received by the 15^h of every month will include a late fee of \$15.00. Failure to pay tuition on time may result in the child's dismissal.
- Late pick up fees must be paid immediately. If they are not paid when the child is picked up, they will not be able to attend the K-6 ASEP until it is paid.
- All payments must be made by cash, check or money order. Checks are made payable to the Town of Stratford. Checks returned for insufficient funds are assessed a \$15.00 processing fee and the amount of the returned check plus \$15.00 must be paid in cash.
- There is no refund, prorated discount or credit for absences, children who are dismissed due to misconduct or SECC closures due to weather, holiday, school vacation, etc.
- Sibling discounts are available at \$140 for the second child and \$70 for third.
- At least a two-week written notice is required prior to withdrawing your child from the program.

Provisional Enrollment

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, please see withdrawal policy.

Family Involvement/Access to Program and Facility

Our center has an open-door policy. Parents and guardians are encouraged to visit their children whenever possible. The center also plans periodic educational and fun field trips and enrichment activities for parents and children.

Hours

The program follows the Stratford Public Schools calendar operating from 3:00 to 6:00 p.m. Monday through Friday. When school is closed early due to teacher days and elementary Parent/teacher conferences, the program operates from 1:00 to 6:00 p.m. The program is closed during the holiday, winter and spring recesses, all holidays observed by the Stratford Public Schools and Lincoln's Birthday. When the Stratford Public Schools closes early due or cancels after school activities due to severe weather conditions, the K-6 ASEP is also closed.

The K-6 ASEP is open to unannounced parent/guardian visits during operating hours to enable parents/guardians to observe their child.

Drop Off

Transportation is provided from Stratford Academy - Johnson House, Franklin, and Nichols Elementary Schools. Children attending other Stratford schools not listed may also enroll in the K-6 ASEP, however transportation must be provided by the child's parent or arrangements must be directly made by the parent with Durham School Bus to assure that the child can be dropped off at the SECC. If a child is absent from school or will be absent for the K-6 ASEP, parents/guardians must call the SECC at 203.377.0689 by 12:00 noon. Failure to call will result in a warning and a second failure to call will result in loss of transportation.

Pick Up

Only approved parents/guardians and others designated by the legal guardian in writing are allowed to pick up the child. Children must be signed out every day by the adult who picks them up. In the event that a child is not picked up at 6:00 p.m., staff will stay on site with the child until the child is picked up by his/her parent or other authorized adult. Failure to adhere to the pick-up times of our program, and or excessive abuse of the pick-up policy can result in the child's dismissal from our program.

Staff will contact the child's parents/guardians at their work, cell and home phone numbers if a child is not picked up by the program closing time. If the child's parents/guardians cannot be reached, staff calls those listed on the child's Emergency Contact List. If the authorized emergency contact/alternate cannot be reached, staff notifies the SECC Program Coordinator, who contacts the Stratford Police Department. If the SECC Program Coordinator is not accessible, staff contacts the Director of Community & Senior Services, Tamara Trojanowski. If neither is available, Town of Stratford, Chief Operating Officer, Christopher Tymniak is contacted.

The K-6 ASEP Head Teacher and the SECC Administrative Assistant will periodically check with parents/ guardians to make sure that the phone numbers and addresses listed on the child's enrollment forms are accurate and up to date.

Children are not released to any individual not authorized by the legal parent/guardian. In the event someone who is not authorized needs to pick up the child, the parent/guardian must email the SECC Program Coordinator at tysims@townofstratford.com or the SECC Administrative Assistant, Debbie Patrick at DPatrick@townofstratford.com or call the SECC by 12:30pm at 203.377.0689 and give verbal permission regarding the arrangement.

If parents/guardians are called for any reason to pick up their child from the K-6 ASEP, they must do so within one hour.

Late Pick Up

Staff members 18 years of age or older will remain at the program with the child at all times. If the child has not been picked up with 5 minutes of program closing a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached the staff person will attempt to call the emergency and authorized alternate adults listed on the child's enrollment application. Stratford Police will be called if contact has not been made for pickup and/or if the child is not picked up by 6:45pm. At that time children will be released to Stratford Police. The non-emergency number for the Stratford Police is (203)385-4100.

Attendance

Parents/guardians will inform staff of any anticipated absences in advance. If a child is absent from school or will be absent for the K-6 ASEP, parents/guardians must call the SECC at 203.377.0689 by 12:30pm. Failure to call will result in a warning and a second failure to call will result in loss of transportation.

Withdrawal

Parents or guardians must provide the center with 2 weeks written notice prior to withdrawing their child from the center. All tuition owed must be paid in full. There will be no reimbursement for any childcare fees if proper withdrawal is not made with SECC staff. Likewise, if possible, the program will provide the same courtesy if care for a child is terminated for any reason. The program will work with all children and families to avoid a child's expulsion.

Health and Safety

Parents/guardians are expected to support procedures that concern the health and safety of the children.

Illness

A child cannot attend if they have:

- A temperature of 100 or above
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Severe cold/congestion
- Contagious diseases including roseola, strep, fifth disease, chicken pox, scarlet fever, coxsackie virus, croup, etc.
- Head Lice
- Ring Worm
- Rash of unknown origin

In some cases, a release from the physician is required for the child to return.

Parents/guardians are called to have their child picked up if they become ill during the program. Children must be picked up within **one hour** of parent/guardian notification. The child may return when they are free of symptoms and fever, without medication, for 24 hours.

Parents/guardians will notify staff if their child has been exposed to a contagious disease. They will be notified if it is necessary to keep their child from participation. Parents/guardians are notified if a child in the program has been reported to have a contagious disease. Stratford Health Department procedures are followed in the event of a suspected communicable disease.

Sick Policy

Children and SECC Program staff who work in the licensed after school program are being asked to follow the Test-Mask-Go recommendations from the State of CT. Office of Early Childhood to help increase the number of days of in-person childcare participation. With using the test-mask-go strategy children and staff who show mild respiratory symptoms (i.e., frequent cough, congestion, runny nose, sore throat, etc.) the option to continue participating in person as long as the staff and children are:

- Fever free (<100F) and feel well enough to work or attend the program.
- They do not live with anyone who has had Covid-19 in the past 2 weeks.
- They can wear a mask consistently and correctly (if the program requires them to do so) and
- They test negative for Covid-19 before coming to the program every day they have symptoms, as well as one final test on the morning their symptoms have completely resolved.

Anyone who has any respiratory symptoms should not use the Test-Mask-Go strategy if:

- They have a fever (>100F) or feel feverish (they should not report in person until their fever has resolved for at least 24 hours without the use of medication), and/or
- They live with a person who recently tested positive for Covid-19 (within the last 2 weeks).

Instead, these individuals should stay home until their symptoms resolve and test for Covid-19.

Special Needs

Staff is not trained to handle the requirements of children with special needs. The SECC Program Coordinator reserves the right to speak with parents/guardians of children on medication or with a medical and/or behavioral health diagnosis before acceptance. Children must be able to function in a group setting and activities with reasonable accommodations. We encourage families with children who have an IEP to inform K-6 ASEP staff so that we can have families meet with our Educational Consultant to assure that the program can properly support the enrolled child.

Allergies

Allergies to foods, chemical or other materials must be listed on the medical form and noted by staff. All staff is informed of allergies. Children do not share or swap food or personal care items. For children with allergies, parents/guardians must provide an emergency action plan for staff to follow in the event of an emergency, as well as, supply necessary medication (i.e., Epi-Pen) with written parental consent and physician authorization.

Medication

Parents/guardians are asked to administer their child's medications before or after the K-6 ASEP, if possible. Staff is certified by Bridgeport Hospital to administer oral, topical, inhalant and injectable medications. All medications prescribed or over the counter, must have written parental consent and physician authorization. Medications must be in their original containers and remain at the SECC; medications cannot go home with the child in the evening. Prescription medications must have the child's name on the container with the name of the drug and directions for its administration and storage on the label. Staff will log the administration of medication including date and time of each administration, the dosage, name of staff administering the medication and the name of the child. All emergency medications are stored on site and inaccessible to the children in the classroom. Medications are stored in a locked file cabinet in the SECC Program Coordinator's office. Medication, which requires refrigeration, is placed in a labeled container in the black refrigerator in the kitchen. Medication cannot be expired. Staff is responsible for carrying medication on field trips/outings and keeping medication at the appropriate temperature, if required (i.e., in a cooler for medications requiring refrigeration).

Parents/guardians are responsible for bringing the medication and giving it to staff. Children are not allowed to bring over the counter or prescription medications.

Disposal of Medication:

Medications no longer in use will be returned to the family or properly disposed of in the presence of a witness and logged on the medication disposal log.

First Aid

Staff is certified by the American Heart Association in the Heartsaver CPR. A fully stocked First Aid kit is on the premises and brought on all outings/field trips. Staff provides first aid to children with minor injuries such as bumps, bruises and scrapes; document it on an accident report; and inform the parent/guardian at pick-up time.

Medical Emergency Procedures

In the case of a more severe injury (i.e., broken bone, puncture wound, loss of consciousness), staff initiates first aid on scene, while other staff call 9-1-1 and the child's parent/guardians. Staff accompanies the child in the ambulance to the hospital of choice on the medical form or nearest hospital, if on a field trip and stays with the child until a parent/guardian or emergency contact arrives. Staff immediately notifies the SECC Program Coordinator who informs the Director of Community & Senior Services. If neither is immediately accessible, staff notifies the Town of Stratford, Chief Operating Officer. Staff will stay with the K-6 ASEP children and if needed additional staff from Community Services will be assigned to the SECC.

For children with allergies, diabetes and other chronic medical conditions, parents/guardians must provide an emergency action plan for staff to follow in the event of an emergency, as well as, supply necessary medication (i.e., Epi-Pen) with written parental consent and physician authorization.

Other Emergency Procedures

Staff is responsible to have the following items in a “Go Bag” and with the children at all times:

- Fully stocked First Aid Kit
- Registration Forms for all youth, including emergency contact numbers
- Emergency Permission Form
- Attendance list of youth and staff present
- Cell Phone (if staff are willing to use their personal cell phone)
- Flashlight
- Battery operated radio

In the event of a **fire**, staff will activate the fire alarm, which contacts the Stratford Fire Department and call 9-1-1. If there is a fire or the fire alarm sounds, the Head Teacher takes the “Go Bag” and staff line up the children and escorts them to the fence on Early Avenue. The Head Teacher takes attendance and staff waits with children, until cleared to return to building by the Fire Department. If the building cannot be re-entered, parents/emergency contacts are called to pick up children. Children must be picked up within one hour. Staff stays until all children youth are picked up and indicate that the child has been picked up on the attendance sheet.

If the **power or water is out of service**, parents/emergency contacts are called to pick up children. Children must be picked up within one hour. Staff gathers the children in the K-6 ASEP classroom, take attendance, stay until all children are picked up and indicate that the child has been picked up on the attendance sheet.

If a **tornado** watch is issued, the Head Teacher takes the “Go Bag” and staff gathers the children in the K-6 ASEP classroom. Staff calls 9-1-1 to alert emergency personnel of their location and take attendance.

In the event of **severe weather** during program hours, parents are called to pick up their child as soon as possible. Children must be picked up within one hour. Staff gathers children in the K-6 ASEP classroom and stay until all children are picked up and indicate that the child has been picked up on the attendance sheet.

In the event that there needs to be an **evacuation** of the SECC, staff will follow the emergency evacuation plan of the Town of Stratford. The Stratford Police Department will notify the SECC when to transport children via town bus or van. The Head Teacher will bring the “go bag” and contact the children’s parents to inform them of their child’s whereabouts. Two staff will remain with the children at all times and proceed with the children to the nearest town evacuation site, which is located at the Birdseye Municipal Complex, 468 Birdseye Street, Stratford.

Medical and Other Records

All information contained in the medical records and registration documentation is confidential and cannot be released without the written consent of the parents/guardians. In case of a medical emergency, confidential information will be released to medical personnel for treatment.

Suspected Child Abuse and/or Neglect

Child Abuse includes any non-accidental physical injury or mental injury, or injuries that are the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child Neglect is the failure, whether intentional or not, of the person responsible for the child’s care to provide and maintain adequate food, clothing, medical care, supervision and/or

education. A child is considered neglected if he or she is abandoned, denied proper care and attention whether it is physically, educationally, emotionally, or morally. This also includes any child that is allowed to live under circumstances, conditions or associations that is injurious to the child's well being.

As childcare providers, all staff is mandated by Connecticut law to report **any suspicion** that a child is being abused, neglected or at risk to the Connecticut Department of Children and Families (DCF) hotline at 1.800.842.2288. Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF. Staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e). All calls made to DCF are documented and kept on file at the SECC along with a copy of all statements from staff and the DCF-136 is also be kept on file. The following information is included in a child abuse/neglect report:

- Name, address, telephone number of Child
- Name(s) of Child's Parents/Guardians, their address(es) and telephone numbers
- Relevant information such as: Physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- The time and date of incident occurred
- Information on previous injuries, if any
- Circumstances under which the reporter learned of abuse
- Name of anyone suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child-if needed

Staff is required to take annual training focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the K-6 ASEP.

The SECC has a zero-tolerance rule for any abuse or neglect of any child in the K-6 ASEP. Should there be an allegation or suspicion by a SECC staff member, management staff will take immediate action. Management staff will at all times work to protect the child and will also notify the child's parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect will immediately be removed from his/her position until the investigation by DCF is completed. Depending on whether or not the allegations are substantiated or not an employee may either be dismissed or allowed to return to work. When an accusation of abuse or neglect by a staff member is made, the SECC Coordinator will immediately notify parents or guardians that a report of abuse has been made to DCF.

A copy of this policy will be included in the parent information packet at the time of registration and located in the K-6 ASEP classroom at all times. Health care officials may also be called in case a child's parents may need to access the cause of the child's injuries or suspected abuse in order to offer parents or guardian's support and guidance.

Snack

The K-6 ASEP does not provide snack. However, parents/guardians are provided a list of suggested healthy, nutritional snack options that children could bring for snack. Children are also asked to bring an empty water bottle container so that they can use the water bottle station located in the hallway near the classroom. Snacks with peanuts, tree nuts or peanut butter, as well as, snacks with a high sugar or fat content are not allowed. Children are also not allowed to share snacks. Snack time occurs once children arrive to the SECC and have washed and sanitized their hands usually between 3:45pm-4:15pm.

Personal Belongings

All personal items must be labeled with the child's name. The Town of Stratford is not responsible for any missing or damaged belongings. Children do not wear each other's clothing, including hats.

Do Not Bring

- Video games and handheld electronics
 - I-Pods and MP3 players
 - Head phones
 - Aerosol cans
 - Cell phones (unless authorized)
 - Weapons, toy guns, matches or anything which cause injury
- Staff takes these items and locks them in the office. Disciplinary actions including dismissal may occur. An incident report is completed. The item(s) is returned to the adult picking up the child at the end of the day.

Basic Rules of Conduct

Parents/guardians are expected to support and reinforce program rules. Parents/guardians with questions and concerns about staff or other children are advised to bring concerns to the attention of the SECC Program Coordinator. Parents/guardians' disrespectful behavior and/or language toward staff and/or children may result in their child's dismissal.

Misconduct by any SECC program participants is not tolerated and appropriate behavior is expected while on the bus to the SECC and in the program.

Children are expected to

- Be friendly and show respect.
- Not use profane or abusive language.
- Not hit, kick, bite, spit or engage in any kind of horseplay that is unsafe.
- Throw only recreational objects such as balls.
- Walk indoors.
- Tell staff when they need to use the bathroom or leave the group for any reason. On field trips/outings, children must stay with staff and be within the visual sight of staff.
- Wear shoes at all times.
- Listen and follow directions of staff.
- Not play inappropriate games.
- Not damage or steal SECC or personal property.

Discipline/Suspension and Expulsion

The staff: student ratio 1:10 to ensure the safety and well-being of all children. Every effort is made for children to have fun and experience success; however, this program cannot meet the individual needs of every child.

Staff is trained to handle children in a positive manner and also to correct behavior as needed using progressive discipline, which includes:

- Reviewing the rules with the child.
- Providing verbal reminders and warnings to the child.
- Redirecting the child.
- Talking with the child privately about how to correct behavior.
- Removing the child from the activity for a short period of time.
- Seeking the assistance of the SECC Program Coordinator.

Failure or inability to follow the basic rules of conduct will be reported to the adult who picks up the child at the end of the day and documented in an incident report. Staff will ask parents/guardians for suggestions to manage disruptive behavior.

Misconduct can also result in suspension from the K-6 ASEP. A meeting with the parent/guardian, Head Teacher and SECC Program Coordinator is held prior to the child's re-entry to the K-6 ASEP.

Repeated incidents (three or more), serious misconduct (violations that endanger the safety and well-being of the child, other children and staff) or behavior that disrupts and negatively affects the program can result in the child being immediately dismissed from the program. Parents/guardians are responsible for picking up the child immediately upon request. Fees are not refunded for children dismissed for misconduct.

Field Trips/Outings

Field trips and outings are periodically offered. Children who have incidents of misconduct or misbehavior on a previous field trip/outing (i.e., not following directions or leaving the group) may be suspended from the next field trip/outing.

Children's medications (including epi-pens and inhalers) are brought on field trips/outings and carried by staff only and kept at the appropriate temperature, if required (i.e., in a cooler for medications requiring refrigeration). Emergency contact information and medical information/release are also carried by staff on field trips/outings.

Every effort is made to include the expense of the field trip/outing in the fees. On some occasions, parents/guardians will be asked for additional money for participation.

Physical Activity

In an effort to support the physical and mental well being of all K-6 ASE Program participants. The program staff will engage all participants in at least 50 minutes of physical activity and cooperative games while on site. Children will be allowed time to play on the SECC blacktop or on the SECC Playground as weather permits. In inclement weather children will be engaged in physical activity in the SECC Multi-purpose Room.

Personnel Policies and Procedures

South End Community Center (SECC) K-6 After School Program (K-6 ASEP)

Staff is considered part-time and can work a maximum of 19 hours a week. Paychecks are distributed every Friday. Time sheets must be completed every Friday, previous to the pay period. All K-6 ASE Program positions do not offer health benefits.

Background checks (with staff approval) and physicals are completed by the Town prior to the first day on the job.

Staff follows the Town of Stratford administrative, graphic standards and K-6 ASEP policies. As part of their orientation, they read these policies and sign off on them. Failure to comply with policies will be handled by the SECC Program Coordinator. Repeated incidents, poor performance or gross misconduct can result in immediate termination. Use of tobacco, alcohol, illegal substances or misuse of prescription medication during working hours is prohibited and grounds for immediate termination. All supervision and discipline of K-6 ASE Program staff is handled by the SECC Program Coordinator who will also contact the Director of Community & Senior Services and the Town of Stratford, Human Resources Director. Documentation of any supervisory or disciplinary incidents that are in direct violation of Town of Stratford policy will also be provided to the Director of Community & Senior Services and the Human Resources Director in a timely manner.

Staff will implement discipline policy. Staff is responsible for documenting all incidents by the end of the day, informing parents/guardians when the child is picked up. Serious incidents are immediately reported to the SECC Program Coordinator. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Administrator of Senior & Community Services. If neither is available, contact the Town of Stratford, Chief Operating Officer. All staff working in the K-6 ASE Program is given evaluation on work performance for the first 90 days of employment which is the probationary status for Town of Stratford.

Staff will speak directly to the SECC Program Coordinator if they will be absent or late. Due to an emergency or illness, which requires the staff to leave during work, they are to speak directly to the SECC Program Coordinator. If the SECC Program Coordinator is not available, contact the Director of Community & Senior Services. If neither is available, contact the Town of Stratford, Chief Operating Officer. There is no paid time off.

Staff is mandated by the state of Connecticut to report suspected child abuse and neglect. Staff is to report any concerns immediately to the SECC Program Coordinator, who will confer with Director of Community & Senior Services and Community Services Clinical Coordinator. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Director of Community & Senior Services. If neither is available, contact the Town of Stratford, Chief Operating Officer.

Staff is to maintain confidentiality about children's medical records and other personal information. Staff must also communicate with parent's progress and/or any issues that should arise concerning their children in a timely manner.

Staff is to immediately report any serious injuries to children or staff, onset of any serious illness, or motor vehicle accidents of any nature to the SECC Program Coordinator as soon as possible. If the SECC Program Coordinator is not immediately accessible, contact will be made

with the Director of Community & Senior Services. If neither is available, contact the Town of Stratford, Chief Operating Officer.

Staff is responsible for a “Go Bag” with the following items to be kept with the children on site at the SECC, on the bus or off site on field trip items including the following items:

- Fully stocked First Aid Kit
- Registration Forms for all youth, including emergency contact numbers
- Attendance list of youth and present
- Cell Phone (if staff are willing to use their personal phone)
- Flashlight
- Battery operated radio

In the event of a fire, the Stratford Fire Department will be contacted by staff and the fire alarm will be activated contacting the Stratford Fire Department. Children will then proceed to line up and leave the SECC facility going outside the SECC parking lot fence located on Early Avenue. Attendance sheets and emergency phone numbers are to be taken with staff upon exiting the SECC facility. Once outside the building and in a secure location, attendance will be taken to ensure that all children and staff are present and accounted for. If it is not possible for staff and children to return to the SECC facility, staff will then proceed to notify parents via cell phone where to pick their children.

SECC Program Coordinator ~ Tymatha Sims
203.377.0689
203.243.7877

SECC Administrative Assistant – Debbie Patrick
203.377.0689

Director of Community & Senior Services ~ Tamara Trojanowski
203.385.4095 or 203.385.4055

Chief Operating Officer, Christopher Tymniak
203.381.2045

Parent Agreement Form

I _____ have received, read and understand the Town of Stratford, K-6 After School Enrichment Program Policies and Procedures manual. I understand that by signing this agreement I agree to adhere to and follow all program policies and procedures set forth by the Town of Stratford, K-6 After School Enrichment Program and the State of Connecticut Department of Public Health and Safety. I also understand that my failure to abide by set policies and procedures for the K-6 After School Enrichment Program may result in my child no longer being able to attend the program.

Parent / Guardian Signature

Date