



School-Age Programs and Recreation for Kids

PARENT HANDBOOK

Maple Hill-(203) 720-9454
Hop Brook-(203) 841-8979
Andrew Avenue (203) 841-8979

SPARK Mission Statement

SPARK exists to provide a safe, healthy, worry-free environment for the child who cannot be home with a parent. The focus is to meet the developmental needs of each individual child through successful, enriching and quality experiences that enhance self-esteem.

SPARK Objectives

1. Provide an environment that encourages appropriate social behavior, social skill development and a place where children feel safe trying new activities.
2. Provide an environment that fosters positive emotional growth in a trusting and safe atmosphere where discussions and expressions of feelings and emotional concerns take place.
3. Provide an environment that enhances cognitive skills, encourages curiosity, creativity, and imagination and promotes thinking and learning.
4. Provide an environment, non-competitive and emotionally and physically safe, that promotes physical fitness and physical activities.
5. Provide an environment that fosters and promotes health and safety and ensures good nutritional values.

Emergency Plans

Medical Emergencies:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. If needed, attempts will be made to consult with the child's physician/dentist. If neither is available the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought to the hospital with them. Another staff member will contact the parent or alternate pick-up person to meet them at the emergency room. Additional staff will be called in if necessary to maintain required ratios at the program.

In the event that a child become ill while at SPARK, parents will be notified and the child will be isolated from the rest of the group. A staff member will remain with the child at all times.

Fire Evacuation:

In the event of a fire or the building must be evacuated, evacuation from the building will be through the back ground level fire exit (located at back of cafe). Staff will be responsible for supervision of the children under their care and will lead them to the fire exit. The attendance book will be taken with the group on the way out of the program space. The group will walk away from the building and will meet at the far end of the back parking lot located in the back of school and line up for attendance. Attendance will be taken immediately. The head teacher will be responsible for taking the sign-in/sign-out sheets, portable first aid kit and emergency files with them. Should it not be possible to return to the building or program space, the program would remain outside until all parents are reached and all students are picked up. In the event of inclement weather children and staff would be bused to our nearest location. Location will be posted at program entrance and parents will be notified via cell phone where to pick up their children.

Evacuation:

In the event of an area wide evacuation, per discussion with the local fire department, staff will contact local authorities for further instruction. Location will be posted at program entrance and parents will be notified via cell phone where to pick up their children.

Weather:

In the event of serious weather emergencies such as tornados or hurricanes, staff and children will remain in the main exiting hallway away from windows and doors. First aid will be on hand to use as needed until emergency personnel can arrive. Parents will be notified after the immediate danger has passed. If weather becomes hazardous during SPARK program hours, the Directors will make the decision to close the program early and notify parents to pick-up their children. Ratios will be maintained at all times and two staff members will remain until all children are picked up.

Emergency Plans

Medical Emergencies:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. If needed, attempts will be made to consult with the child's physician/dentist. If neither is available the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought to the hospital with them. Another staff member will contact the parent or alternate pick-up person to meet them at the emergency room. Additional staff will be called in if necessary to maintain required ratios at the program.

In the event that a child become ill while at SPARK, parents will be notified and the child will be isolated from the rest of the group. A staff member will remain with the child at all times.

Fire Evacuation:

In the event of a fire or the building must be evacuated, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervision of the children under their care and will lead them to the fire exit. The attendance book will be taken with the group on the way out of the program space. The group will walk away from the building and will meet at the far end of the front parking lot of the school and line up for attendance. Attendance will be taken immediately. The head teacher will be responsible for taking the sign-in/sign-out sheets, portable first aid kit and emergency files with them. Should it not be possible to return to the building or program space, the program would remain outside until all parents are reached and all students are picked up. In the event of inclement weather children and staff would be bused to our nearest location. Location will be posted at program entrance and parents will be notified via cell phone where to pick up their children.

Evacuation:

In the event of an area wide evacuation, per discussion with the local fire department, staff will contact local authorities for further instruction. Location will be posted at program entrance and parents will be notified via cell phone where to pick up their children.

Weather:

In the event of serious weather emergencies such as tornados or hurricanes, staff and children will remain in the main exiting hallway away from windows and doors. First aid will be on hand to use as needed until emergency personnel can arrive. Parents will be notified after the immediate danger has passed. If weather becomes hazardous during SPARK program hours, the Directors will make the decision to close the program early and notify parents to pick-up their children. Ratios will be maintained at all times and two staff members will remain until all children are picked up.

Supervision Plan

- A staff ratio of no more than 10 children to 1 staff member shall be maintained at all times (this includes indoor and outdoor). At least two staff members will be present at all times.
- The group size shall not exceed 20 children.
- Children will be carefully supervised while playing outside. A minimum of one staff member will be stationed at the equipment at all times. Other staff will rotate among the play areas.
- When a child goes inside to use the bathroom from playground, a staff member will accompany him/her, into building.
- Children are carefully watched while playing or participating in an activity while in the building, including bathroom use.
- When a child or children use the bathroom, adequate staff will always be present. Staff will accompany children to and from bathrooms during group hand washing and bathroom times.

Operating Policy

Days and Hours of Operation:

SPARK is Open Monday through Friday, 7:00-9:00 am and from 3:00-6:00 pm at Hop Brook and Maple Hill. SPARK operates during the school year and follows the Naugatuck Public School schedule. A full day program is offered during the April break from 7:00 am to 6:00 pm (contingent on enrollment). The location of our April Break program may vary based on availability of the schools.

Admission:

A \$25/(\$35 per family) registration fee along with a two week's security deposit is due upon registration. Tuition payments are to be made weekly, and due Friday before the week of care. A \$20.00 late fee will be added and after 5 days your child may not return until payment has been made in full. Any child, whose account is in arrears more than one week, will no longer be allowed to attend the program.

Each child entering the SPARK program must have a complete registration form signed by a parent or guardian and an up-to-date physical form, signed and dated by his/her physician.

Agreement with Parents:

- Please call and let the staff member know if your child is going to be absent for any reason.
- Only an authorized adult (18 years or over) can sign your child out of SPARK.
- Any changes in address, phone numbers, employment, etc. must be given to the Head Teacher in writing.
- Any changes in your child's schedule must be done so in writing by the parent and approved by the Head Teacher.

Meals and Snacks:

SPARK will provide morning and/or afternoon snack during program hours to the children. Snack schedules are posted on the bulletin board for the current two-week period. Children will provide their own lunches during full day programs.

Parent Involvement/Access to Program:

Parents are welcome to SPARK at any time. Parent volunteers and parent involvement is encouraged whenever possible.

Provisional Enrollment Period:

There is no provisional enrollment period.

Withdrawal of Children:

Parents must give SPARK two weeks notice, in writing, when withdrawing their child from the program. Deposit fees will be applied to the child's last two weeks in the program.

Disenrollment:

A parent's unwillingness to cooperate when discipline problems occur with their son/daughter may result in the removal of the child from the program. Once a child has been asked to leave the program, he/she will not be allowed back into the program without subsequent approval from the Program Directors. (Refer to Discipline Policy).

Medication Policies:

SPARK will only administer prescribed inhalers and epi-pens and emergency oral medications (such as Benadryl) with the parent's consent. Only certified program staff will administer the medication. Any child who must have medication at the site must have it in the original container with the child's name on it. A complete *Medication Authorization* form must accompany the medication and be signed by the child's physician. The medication will be kept in a locked box out of reach of the children. Epi-pens will be kept unlocked, where they will be quickly accessible at all times, to staff only in case of an emergency. No medication, including asthma inhalers, may be kept on the child or in their bags or backpacks. (Please see Administration of medications attachment 8g).

Administration of Medications

SPARK will store and administer prescribed inhaler and epi-pens, and emergency oral medications (such as Benadryl) with the parent's consent. A parent is responsible to send in medications in with a *medication authorization* form, which must be signed by both the doctor and parent (this form is available from the Head Teacher). The *medication authorization form* includes information such as:

- The child's name, address, and birth date
- The medication name
- The prescribed dosage
- The method of administration
- The time to administer
- The possible side effects
- The physician's name and address

MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINER AND CLEARLY LABELED.

All medications will be locked in a lock-box inaccessible to the children. Epi-pens will not be locked, they will be kept in a place that is always easily accessible, to staff only, in case of an emergency. Only trained and certified staff will administer the medication. This training is renewed every three years. Training in injectables is repeated once per year. At no time is an untrained staff member allowed to administer medications. Parents will be notified when/if a child has been administered any medication. The program will keep accurate documentation of all medication administered. Included in the documentation are:

- The date the medication was administered
- The time the medication was administered
- The dose that was administered
- The signature of the administering staff
- Any comments

Discipline, Child Abuse and Neglect Policy

Discipline Policy:

The program has specific rules that will be demonstrated consistently during the program year. These rules will be used to set limits necessary to insure the safe management of the program and to protect the rights of individual children. The staff will always try to use positive guidance and redirection in working with the child.

When there is a serious problem with a child, it is our goal to work with the individual child, listen to what he/she has to say and help to resolve the conflict through effective communications.

A serious problem may include, but is not limited to the following:

- A child is hampering the smooth flow of the program by requiring constant one-on-one attention
- Is inflicting physical or emotional harm on other children or self
- Is physically abusing staff
- Is otherwise unable to conform to the rules and guidelines of the program.

The following steps will be taken in correcting the behaviors of a child who has exceeded any limits of the program:

1. The child is given a verbal warning or reminded what the rule or limit is.
2. An adult will step in and redirect the child to another activity
3. The parents will be notified by the staff with a phone call or in person at pick-up (depending on the severity of the incident)
4. The parents will be asked to attend a conference with the staff to assist in working out an equitable solution to the problem.
5. The child may be asked to leave the program, he/she will not be allowed back into the program without subsequent approval from the Program Director.

When a child becomes physically abusive, an adult will remove him/her from the activity in which he/she is participating. The adult will talk with the child until he/she is ready to rejoin the group. The child may be physically separated from the other children in a quiet area of the room for a period no longer than five minutes, if necessary. No child will ever be removed from the room and left unattended by an adult. A parent's unwillingness to cooperate will result in removal of the child from the program.

Abuse and Neglect Policy:

The SPARK staff will never resolve a conflict by using physical or verbal abuse. Staff shall not use neglectful, abusive, corporal, humiliating or frightening punishment under any circumstances. The restraint of a child will only be used if a situation or action poses an immediate danger to the child, other children and/or staff members. At which time, the child would be restrained by hugging the child from behind with both arms and/or legs, if necessary. The staff will continue to use restraint until the child is calm and danger passes or until the parents or proper authorities arrive.

As childcare providers and mandated reporters of child abuse, it is the responsibility of the staff to report any suspicions of abuse whether physical, emotional, sexual or neglect. Mandated reporters must report orally to DCF or law enforcement within 12 hours of suspecting that a child has been abused or neglected in any way. The mandated reporter must then submit a written report (DCF-136) to DCF within ~~24~~ 24 hours. Should a victim of abuse or neglect need medical attention, a SPARK representative will immediately contact the proper authorities and/or our health consultant for further advice.

Abuse means that a child has had physical injuries inflicted upon him/her other than by accidental means or has injuries that are in variance with the history given to them. Neglect is if a child is in a condition that is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

If the staff suspects abuse, they will call the Department of Children and Families CARELINE at 1-800-842-2288 within 12 hours. The staff will also report to the Program Director. All phone calls to DCF, any confidential written documentation and the DCF-136 will be kept on file and all employees will follow the Connecticut Child Abuse Reporting Laws.

When reporting a suspected case to DCF the following information is needed:

- The reporters name (may be kept confidential)
- Name, address and phone number of child
- Name, address and phone number of parents or guardians
- Any relevant information, for example, physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- The exact description of what was observed
- Time and date of incident
- Information about any previous injuries
- How the reporter learned of the abuse
- Name of any person suspected of causing injury
- Any other information that may be helpful
- Actions taken to help or treat the child
- Seek any medical attention that may be needed

Mandated reporter trainings will be held yearly and additional trainings will be provided for new staff upon hire.

The SPARK program has zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. Once there is an allegation, the administration will protect the child, including notifying the parent or guardian immediately. Any staff member accused of abuse or neglect will be immediately removed from his or her position until there is a complete DCF investigation. If advised by DCF after discussing the nature of abuse, an employee may remain working under direct supervision. The employee will be dismissed from his or her position or allowed to return to work based on the result of the investigation.

Staff is protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-107e).

Summary of Connecticut's Child Abuse Reporting Laws

The following is an outline of the legal requirements of "mandated reporters," those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

Who Must Report

The following is an outline of the legal requirements of "mandated reporters," those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. The law requires that they report suspected child abuse or neglect.

In reporting in good faith, they are immune from civil and criminal liability. However, failure to report could result in fines up to \$500.

Under Connecticut General Statute, Section 17a-101, the following are considered mandated reporters:

Any person paid to care for a child in any public or private facility, child day care center, group day care home or family day care home which is licensed by the State.

- Battered Women's Counselors
- Chiropractors
- Child Advocate and any employee of the Office of the Child Advocate
- Dental Hygienists
- Dentists
- Department of Children and Families Employees
- Department of Public Health employees responsible for the licensing of child day care centers, group day care homes, family day care homes or youth camps.
- Family Rel. Counselor Trainees (Judicial Dept..)
- Family Relations Counselors (Judicial Dept..)
- Family Services Supervisors (Judicial Dept..)
- Foster Parents
- Judicial Department Employees (Family Relations Counselors, Family Counselor Trainees, Family Services Supervisors *as of 10-01-2010)
- Licensed/Certified Alcohol and Drug Counselors
- Licensed/Certified Emergency Medical Services Providers
- Licensed Foster Parents
- Licensed Marital and Family Therapists
- Licensed or Unlicensed Interns at Any Hospital
- Licensed or Unlicensed Resident Interns
- Licensed or Unlicensed Resident Physicians
- Licensed Physicians
- Licensed Practical Nurses
- Licensed Professional Counselors
- Licensed Surgeons
- Medical Examiners
- Members of the Clergy
- Mental Health Professionals
- Optometrists
- Parole Officers (Juvenile or Adult)
- Persons Paid to Care for Children
- Persons who Provide Services to and have Regular Contact with Students
- Pharmacists
- Physical Therapists
- Physician Assistants
- Podiatrists
- Police Officers
- Probation Officers (Juvenile or Adult)
- Psychologists

- Registered Nurses
- School Administrators
- School Coaches
- School Guidance Counselors
- School Paraprofessionals
- School Superintendents
- School Teachers
- Sexual Assault Counselors
- Social Workers
- Substitute Teachers
- Sexual Assault Counselors
- Social Workers
- School Coaches or Coaches of Intramural or Interscholastic Athletics

What Must Be Reported

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes §46b-120)

When making a report, a mandated reporter is required to provide the following information, if known:

1. The names and addresses of the child and his parents or other person responsible for his care;
2. The age of the child;
3. The gender of the child;
4. The nature and extent of the child's injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his siblings;
7. The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
9. The reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child (PA 11-93 §15).

How to Report

Mandated reporters must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report ([DCF-136](#)) to DCF within 48 hours of making the oral report.

When the Mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a member of a public or private school, they must also provide written notification to the head of the facility or institution where the alleged victim is enrolled or registered. DCF is required to tape record all reports to the Careline.

Special reporting requirements may apply for staff members of a public or private institution or facility that cares for such child, or a public or private school. (See pages 4-5).

Police must report to DCF immediately upon receipt of any oral report of abuse or neglect.

Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to

do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except to:

- a DCF employee
- a law enforcement officer
- an appropriate state's attorney
- an appropriate assistant attorney general
- a judge and all necessary parties in a court proceeding
- a state child care licensing agency, executive director of any institution, school or facility or superintendent of schools

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

Immunity and Penalty

Mandated reporters are required to make a referral to the DCF Hotline as soon as practical **but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children.** Any person required to report who fails to make such report or fails to make such report within the time period prescribed (in sections 17a-101b to 17a-101d), could be fined not less than five hundred dollars and not more than two thousand five hundred dollars and could be required to participate in an educational and training program (pursuant to subsection (d) of section 17a-101). The Department shall promptly notify the Chief State's Attorney when there is reason to believe that any such person has failed to make a report in accordance with this section.

Mandated reporters identified as a **school employees** (as defined in section [53a-65](#) (subsection 13) of the Connecticut General Statutes (CGS)), can be subject to an investigation and the penalties stated above if they fail to make a report (OR) if they fail to make a report within the 12 hour timeframe. The Commissioner of the Department of Children and Families, or the commissioner's designee, shall promptly notify the Chief State's Attorney when there is reason to believe that any such person has failed to make a report in accordance with this law. Immunity from civil or criminal liability is granted to people who make required reports in good faith. Immunity is also granted to people who in good faith have not reported.

Anyone who knowingly makes a false report of child abuse or neglect shall be fined up to \$2,000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse.

Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The Attorney General can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

- When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff of a private or public school or an institution that cares for the child, the person in charge of the school or facility must notify the child's parent or other person responsible for the child's care that a report has been made. It is DCF's responsibility to notify the head of such school, facility or institution that a report has been made.
- Health care professionals may need to talk with parents to assess the cause of the child's injury(ies). Mental health professionals or members of the clergy may want to talk with the parents to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation.

Investigation of Abuse or Neglect Report

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/ neglect/imminent risk. If the report contains information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports. In all cases, DCF must complete the investigation in 30 calendar days.

When conducting a child abuse or neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize the number of interviews with any child.

DCF must obtain consent from the parent, guardian or person responsible for the child's care for any interview, unless DCF has reason to believe such person or a member of the child's household is the alleged perpetrator. When such consent is not required, the interview must be conducted in the presence of a 'disinterested adult' (typically, a person who is impartial and has no self-interest in the case). If a disinterested adult is not available after reasonable search

and immediate access is necessary to protect the child from imminent risk of serious harm, DCF or a law enforcement agency will still interview the child.

If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

Suspected Abuse By a Member of An Institution or Facility Providing Child Care

Mandated reporters are also required to report when they have reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for children. DCF must notify the head of the institution or facility providing child care that a report has been made, except in circumstances when such person is the alleged perpetrator.

Whenever DCF, based on the results of an investigation, has reasonable cause to believe that that a child has been abused or neglected by a staff member of a public or private institution or facility providing child care, DCF shall notify the executive director of the institution, school, or facility in not less than five working days. DCF shall also provide records concerning the investigation to the executive director. If the facility is licensed by the state for the caring of children, DCF shall notify the state agency that licenses it and provide records concerning the investigation. Please use this link for additional information and changes contained [in Public Act 11-93](#) as it pertains to suspected abuse by a member of an institution or facility providing child care.

TRAINING

DCF provides Mandated reporter training to all providers in the state of Connecticut upon request. If you have questions concerning what constitutes a mandated reporter, please visit [Q & A About Reporting Child Abuse and Neglect](#) or contact [Tracy Davis](#).

WHERE TO CALL

The Department has a single point of contact statewide for the reporting of suspected child abuse and neglect. This Child Abuse and Neglect Careline operates 24 hours a day and seven days a week. Anyone who suspects that a child has been abused or neglected or is in danger of abuse or neglect is strongly encouraged to call the Careline **1-800-842-2288**.

Education Program Plan

Daily Schedule:

<u>AM</u>	<u>PM</u>
7:00 – 7:30 Children Arrive	3:15 – 3:30 Children Arrive / Attendance
7:30 – 8:00 Snack	3:30 – 4:00 Arts & Crafts / Free Play
8:00 – 8:30 Craft / Free Play	4:00 – 4:30 Snack
8:30 – 9:00 Clean Up / Dismissal	4:30 – 5:00 Homework / Quiet Time
	5:00 – 5:30 Gym / Outside Play
	5:30 – 6:00 Clean Up

Structured Freedom of SPARK:

Throughout the operation of the program, the children are presented with a number of choices for activities that are supervised by the staff. If the children choose not to participate in any of these activities, they are then able to find an appropriate activity that will meet their individual needs at that time. A part of the decision making process for the child is to choose with whom he/she will do that activity. In some cases a child will choose to be alone with the chosen activity. A staff member will be available to that child should he/she need assistance or support.

Board and card games, art, craft, and science activities, music, etc. provide an opportunity for children to establish and build relationships and to resolve differences and problems within the context of the activity. With staff support, children learn they have a right to be heard and share a responsibility to listen to others. Children's feelings and needs are validated and respected by the staff. The children learn through modeling to respect their own and others feelings and needs. Multicultural differences will be enhanced and incorporated throughout the program curriculum. This cuts across all program activities and promotes the development of personal and interpersonal relationships.

Sample Program Activities:

- **OUTDOOR ACTIVITIES**
 - Free Play
 - Group Games
 - Basketball
 - Jump Rope
 - Soccer
 - Kickball

- **INDOOR ACTIVITIES**
 - Arts, crafts, science and music
 - Reading, activities, either individual or groups
 - Homework, with assistance as needed
 - Board and card games, puzzles
 - Daily snack
 - Free Play

COMPLAINT PROCEDURE

This procedure is for Child Day Care programs which are licensed under the authority of Connecticut General Statutes 19a-79-1a through 19a-79-13.

Most problems within a Child Day Care Center are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. If the problem is not resolved you may contact the Connecticut Office of Early Childhood.

In case of an emergency, notify the Connecticut Office of Early Childhood as soon as the emergency is under control.

In case of abuse/neglect or life threatening situations, contact the Department of Children and Families at 1-800-842-2288 and the Connecticut Office of Early Childhood – Division of Licensing.

ALL INSPECTION REPORTS AND COMPLIANCE LETTERS ARE AVAILABLE FOR YOUR INSPECTION AT THIS CHILD DAY CARE PROGRAM OR BY CONTACTING THE CONNECTICUT OFFICE OF EARLY CHILDHOOD – DIVISION OF LICENSING AT:

410 Capitol Avenue-MS#12 CBR
P.O. Box 340308
Hartford, CT 06134-0308

1-800-282-6063
(860) 509-8045

THE SAME PROCESS WORKS FOR COMPLIMENTS AS WELL!

SPARK, LLC

School-Age Programs and Recreation for Kids, LLC

Child's Registration Information

Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Registration Fee: _____

Security Deposit: _____

Check #: _____

Date Received: _____

School Information

Grade: _____

School Year: 20____ thru 20____

School Attending: _____

Start Date: _____

Days Attending: (Please Circle)

AM: M T W TH F

PM: M T W TH F

Parent/Guardian Information

Name: _____

Address: _____

Home Phone: _____

Work Name: _____

Work Address: _____

Work Number: _____

Cell Phone: _____

Parent/Guardian Information

Name: _____

Address: _____

Home Phone: _____

Work Name: _____

Work Address: _____

Work Number: _____

Cell Phone: _____

SPARK, LLC
143 Spencer Street
Naugatuck, CT 06770
203-729-2980

SPARK does not discriminate in any of its program, activities or employment practices on the basis of race, color, national origin, ancestry, sex, age, religion, disability, veteran, material or family status. To file a complaint of discrimination write USDA Director, Office of Civil Rights, Washington, D.C. 20250-9410.

SPARK, LLC

School-Age and Recreation for Kids, LLC

Registration Agreement

I, _____ am enrolling my child, _____,
for _____ school year.

Morning Program:

I agree to pay \$10.00 (\$8.00/second child and \$7.00/third child) per morning for the following days a week from 7:00 AM until the beginning of school. (Please circle the days your child will attend the morning program.)

Monday Tuesday Wednesday Thursday Friday

***I understand that in the event of a school delay, the morning program will be delayed in opening the same amount of time.**

Afternoon Program:

I agree to pay \$14.00 (\$12.00/second child and \$11.00/third child) per afternoon for the following days a week from school dismissal until 6:00 PM. (Please circle the days you child will attend the afternoon program.)

Monday Tuesday Wednesday Thursday Friday

*I understand that in the event of an emergency early dismissal (the closure of the school building prior to the opening of our program, i.e. inclement weather), there is no afternoon program.

*In the event the district cancels all afterschool activities, **SPARK will not operate that afternoon.** Please note, this decision is made to ensure the safety of our staff and families during inclement weather.

*I understand it is my responsibility to provide the school and my child with a plan on where he/she should go in the event of an emergency early dismissal or afternoon with no afterschool activities.

The SPARK staff will assume full responsibility for my child from the time he/she is signed in at the program until the start of school and/or from the dismissal of school until he/she is signed out of the program.

I agree that it is my responsibility to keep all records and emergency information for my child up to date.

I agree to adhere to the SPARK registration policies and give my child permission to participate fully in this program.

Parent/Guardian Signature

Date

SPARK, LLC

School-Age and Recreation for Kids, LLC

SPARK Policies & Procedures

Registration Policies:

The follow must be completed and returned before you child will be registered:

- \$25 non-refundable registration fee per child (\$35 per family)
- A two-week non-refundable deposit (this deposit will be used the last two weeks your child attends the program).
- All registration forms and a copy of your child's current health form.

Payment Policies:

Payments are due by Friday for the following week.

- A \$20 late fee will be applied to any late payments.
- A \$10 return check fee will be applied in **addition** to bank fees for returned checks.
- There is an \$8 additional charge for any scheduled early dismissal days your child is normally scheduled to attend.
- Any child, whose account is in arrears more than one week, will no longer be allowed to attend the program.
- Any past due balance on your child's account will be forwarded to a collections agency if not received within 90 days of withdrawing your child from the program.

Attendance Policies:

- You are responsible for tuition each day your child is registered, regardless of attendance (including planned early dismissal days).
- It is your responsibility to notify SPARK on the program phone if your child will be absent or delayed in arriving at the program. Please make sure you have the correct site phone number when calling to ensure the message is received.
- There will be a \$5 search fee charged whenever a child fails to arrive at the program and a search is implemented due to lack of prior notification from parents/guardians.
- The (10) school days written notice is required to change days and/or withdraw from the program.

Drop-off and Pick-up Procedures:

- The person dropping off a child to the morning program must sign the child into the program.
- The person picking up a child from the afternoon program must sign the child out of the program.
- A child will only be released to a parent/guardian or any person listed on the emergency list. (The SPARK staff must have a court document stating any custody limitations regarding your child.)
- Prior notification must be given to the SPARK staff when someone other than the emergency pick ups or the child's parent/guardian picks up a child. Photo identification is required.
- There will be a minimum charge of \$10 when a child is not picked up by 6:00 PM. (See the closing hour policy for details).

I agree to adhere to the SPARK policies and procedures.

Parent/Guardian Signature

Date

SPARK, LLC

School-Age and Recreation for Kids, LLC

SPARK Closing Hour Policy

Any child remaining after 6:00 p.m. (based on the school/program clock) will be supervised at the site by at least two staff members up to one hour. There will be a late fee of \$10 for every fifteen minutes, see example below. A child will no longer be able to attend the program due to numerous late pick-ups.

\$10 charge between 6:01 p.m.- 6:15 p.m.

\$20 charge between 6:16 p.m.- 6:30 p.m.

\$30 charge between 6:31 p.m.- 6:45 p.m.

\$40 charge between 6:46 p.m.- 7:00 p.m.

When a child remains in the program after 6:00 p.m. without contact from a parent/guardian, the following steps will be taken:

- At 6:10 staff will attempt to contact the parent(s)/guardian(s).
- If a parent/guardian was not contacted, at 6:20 p.m. the staff will attempt to contact the authorized pick-up persons on the emergency list.
- If at 7:00 the child has not been picked up and no contacts have been reached, the local police will be contacted. A police officer will be called to transport the child to the local police station.
 - A staff member will remain with the child until the child is picked up.
 - A note will be posted on the outside door of the school informing the parent/guardian of the child's whereabouts.
 - The parent/guardian will be charged \$40 per hour after 7:00 p.m. or any portion thereof.
 - If a child has to be transported to the police station, the Program Director will contact the Department of Children & Families, if deemed necessary.

I agree to the above policy and give the staff or the local police permission to transport my child to the local police station.

Parent/Guardian Signature

Date

SPARK, LLC

School-Age and Recreation for Kids, LLC

Photograph and Videotape Release Form

Photograph Release:

I _____ give my child _____
Permission to be photographed at the SPARK program for: (Please circle one for each)

Internal Use YES NO

External Use YES NO

Photograph Release:

I _____ give my child _____
Permission to be videotaped at the SPARK program for: (Please circle one for each)

Internal Use YES NO

External Use YES NO

Parent/Guardian Signature

Date

SPARK, LLC

School-Age and Recreation for Kids, LLC

Homework Policy & Contract

The SPARK program will provide time for the children to work on their homework Monday-Thursday. The staff will strongly encourage the children to work on their homework; however, it is not up to the staff to get it out for them. The staff will provide help/assistance when needed, but can not always assist them one on one due to our group size. Staff will be available to assist with homework during designated homework time only. Children not working on homework will be expected to participate in another quiet activity.

I, _____, WISH DO NOT WISH for my
Child _____ to work on his/her homework at the SPARK
program.

Parent/Guardian Signature

Date

*Please make your child aware of this contract if you choose to have your child work on his/her homework at the program.

SPARK Discipline Policy

Discipline Policy:

The program has specific rules that will be demonstrated consistently during the program year. These rules will be used to set limits necessary to ensure the safe management of the program and to protect the rights of individual children. The staff will always use positive guidance and redirection in working with the child.

When there is a serious problem with a child, it is our goal to work with the individual child, listen to what he/she has to say and help to resolve the conflict through effective communications.

A serious problem may include, but is not limited to the following:

- A child is hampering the smooth flow of the program by requiring constant one-on-one attention.
- Is inflicting physical or emotion harm on other children or self.
- Is physically or verbally abusing staff.
- Is otherwise unable to conform to the rules and guidelines of the program.

The following steps will be taken in correcting the behaviors of a child who has exceeded any limits of the program. If any child's behavior is deemed to be so detrimental to the health and wellbeing of other students and/or staff, the Director has the discretion to immediately withdraw the child from the program at any time.

1. The child is given a verbal warning or reminded what the rule or limit is.
2. An adult will step in and redirect the child to another activity.
3. The parents will be notified by the staff with a phone call or in person at pick-up (depending on the severity of the incident). Incidents occurring after verbal warnings will be documented with an Incident Report.
4. The parents will be asked to attend a conference with the staff to assist in working out an equitable solution to the problem.
5. The child may be asked to leave the program, he/she will not be allowed back into the program without subsequent approval from the Program Director.

If a child becomes physically abusive, an adult will remove him/her from the activity in which he/she is participating. The adult will talk with the child until he/she is ready to rejoin the group. The child may be physically separated from the other children in a quiet area of the room for a period no longer than five minutes, if necessary. If a child's behavior excels to the point where the child poses a risk to him/herself, other students or staff, a protective hold will be used until the child is able to calm down. No child will ever be removed from the room and left unattended by an adult. A parent's unwillingness to cooperate will result in removal of the child from the program.

I agree to adhere to the SPARK discipline policy and acknowledge that it has been reviewed with me upon registration by a member of the SPARK program.

Parent Signature

Date

Staff Signature

Date

SPARK Emergency Card

Site: _____

Child's Information:

Name: _____
Address: _____

Date of Birth: _____
Home Phone: _____

Parent/Guardian Information:

Name: _____
Address: _____

Name: _____
Address: _____

Home Phone: _____
Work Name: _____
Work Phone: _____

Home Phone: _____
Work Name: _____
Work Phone: _____

Custody Status: Please describe any restrictions involving the access of either parent to remove and/or contact the child while in our program. A copy of the most recent court document stating any restrictions must verify this. Providing a photo of the restricted parent is helpful. If anyone other than the parents has legal guardianship of the above child, documentation of the guardianship must be provided. _____

These alternative contacts have permission to remove my child from the program in any emergency or otherwise. (Please list at least two people other than the parents/guardians)

Name: _____ Relationship: _____ Name: _____ Relationship: _____
Phone: _____ Phone: _____ Phone: _____

Parent/Guardian Signature _____

Date _____

Date _____

Parent/Guardian Signature _____

I hereby certify that I have read and fully understand the above authorizations.

Describe any health problems and/or allergies to any medications and anesthetics that would be relevant to the emergency treatment of your child: _____

Authorization for emergency medical treatment: _____
I hereby authorize emergency medical care for my child _____ while in the SPARK Program, if in the judgment of the staff, treatment is required for an injury or illness. I hereby authorize the ambulance/EMT to remove my child from the premise in a medical emergency. In case of an emergency, I understand my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the local emergency resource deems it necessary. I hereby authorize the administration of anesthetics and recourse to other procedures deemed necessary by the attending physician. *The closest medical facility is Waterbury Hospital.* I understand that whenever possible, I will be notified prior to medical treatment of my child. I understand that I will be responsible for any expenses for medical care or transportation incurred on my child's behalf.

Please read the following statements and sign below in the space provided.
I authorize the SPARK Program staff to administer the basic first aid, should it become necessary while my child is in their care. _____

Physician Name: _____ Phone Number: _____
Dentist Name: _____ Phone Number: _____

Medical Information

I, _____, have received a
SPARK parent handbook.

Parent/Guardian Signature

Date