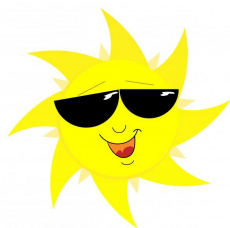


WELCOME TO SUMMER SACC

POLICIES & PROCEDURES



Our goal this summer is to provide opportunities for your child to develop physically, emotionally, socially and intellectually. It is all about play and taking advantage of the “teachable moments” that occur during the day. Our activities are planned to offer opportunities for success to all children in our camp. Developing the skill of making friends and being a friend is a natural part of everyday life.

In order to better understand each child, the staff welcomes any opportunity to talk with parents about their child. **It is critical that the lines of communication stay open.** If our communication is frequent, together we can provide security and continuity for your child.

Registration is open to:

Children who have completed Kindergarten through grade 4.

All children must be enrolled in the Branford Public School Summer Enrichment program.

Signing in and out of the program:

All children must be signed in and out by their parent or guardian. Children cannot sign themselves in or out, nor can they run outside to meet you. We ask that ALL parents/adults picking up **BRING A PHOTO ID.**

Financial Information:

A \$50 non-refundable registration fee will be required. Each session **MUST** be paid 2 weeks in advance. If the child does not attend, payment for the reserved dates are still required. No child will be allowed to start unless paid in full prior to start date. Please note we are **unable** to accommodate schedule changes due to staffing requirements

Late pickup:

If a child is not picked up by 6:00 p.m., you will be charged a late fee of \$10.00 for the first 5 minutes and \$1.00 for every minute after that. If the parent/guardian has not made contact about a late pickup, we will begin calling all emergency contacts every 10 minutes until someone is reached. If no contact is made by 6:30 p.m., the Branford Police Dept. will be contacted to come and pick up the child. Habitual late pickup (3 times) will result in the child’s dismissal from the program.

Please be sure that your contact numbers are kept current. *If your contact number for a specific day changes, please be sure it is noted on the clipboard when you sign in.*

Program design:

Crafts, sports, water play and cooking are all part of our day.

At the end of the day the children are expected to help clean up the area they are playing in. Please allow time for your child to complete this task.

What to pack for your child everyday:

- Bathing suit and towel
- Change of clothes (possibly 2 if they don't like to be dirty)
- Sunscreen (please apply before dropping off as well)
- Water bottles, snacks, drinks - breakfast/lunch is provided daily
- Shoes with backs (flip flops and crocs are not recommended)
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PLEASE NOTE, THE BRANFORD FAMILY RESOURCE CENTER IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS BROUGHT TO CAMP

NO ELECTRONIC DEVICES/CELL PHONES CAN BE BROUGHT TO CAMP

Discipline:

In our program we stress positive behavior. We have the children help create the house rules and they are expected to adhere to them.

Children, staff and parents will treat each other with respect. If you have a serious concern you can discuss this with the Camp Director or call the FRC office at 481-5066.

If a child deliberately harms another person, they will be suspended immediately. If a child is written up for inappropriate behavior 3 times they will no longer be able to attend camp.

If a child deliberately breaks FRC equipment, the child will be suspended immediately and required to repair or replace the equipment.

Health and safety:

All children are required to hand in an updated Health Assessment Record (less than one calendar year old) with their application.

If your child has a minor injury the staff will not call you unless you have requested that we do. Parents/guardians will always be contacted for a head injury.

All accidents will be written up on an incident form and the parent/guardian will be asked to sign it.

If you are called because your child has become ill, you will be required to pick up your child **within one hour. Failure to pick up your sick child after you have been notified may jeopardize your childcare.**

Medication:

If your child needs to be given medicine during the day, a medication authorization form must be completed by the child's physician. All medicine must be in a container that has the child's name on it. If the child can self-medicate, please have the child's physician indicate that on the health form.

If your child has special needs please let us know so we can provide the best care possible.

The Branford Family Resource Center is required by Public Policy of the State of CT. 17-18a to:

Protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity of good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse, investigation or such reports by a social agency and provision of services, where needed to such child and family.

Family dynamics:

If there is a disputed custody situation, we will need legal proof before denying a parent access to a child - this includes a court order regarding custody and/or a restraining order. Should you have any questions or concerns about a volatile family dynamic, please contact the FRC office so we can best serve your family.

Important Numbers:

The following phone numbers are the contact numbers for the summer.

John B. Sliney:	203-315-3548	Sandy Fair, Director Jolee Parolise, Assistant Director
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FRC Office:	203-481-5066	Pamela DeMaio, Program Coordinator Amanda Evans, Family Liaison
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