

Policies and Procedures

South End Community Center (SECC) Summer Soiree Enrichment Program

Enrollment

Children who meet the following criteria can be enrolled:

1. Stratford residents
2. Minimum age: Entering Kindergarten or age five on the first day
3. Maximum age: Entering Grade 6 or age 12 on the first day for core program or entering grades 7-9 for youth ages 13 – 15 for the Counselor in Training Program (C.I.T.).
4. Ability to independently change their clothes and toilet themselves
5. 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 program session (i.e. changes in emergency numbers, parent contact information changes).

Children with any of the following documents missing or incomplete cannot participate:

- Registration 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
- Photo Release

Fees

The fee is \$150 per week for the first child, \$75 per week for the second child and \$60 per week for the third child. The fee for children ages 13 – 15 enrolled in the Counselor in Training is \$100 per week. The C.I.T. Program does not provide sibling discount. The SECC also offers extended day program from 7:00am – 9:00am and from 4:00pm – 6:00pm. There is a 10% discount on summer program tuition for Town of Stratford employees. SECC employees receive 50% discount.

Slots can only be guaranteed by a \$37.50 deposit for each week due by June 16, 2022. The fee for each week is due by 4:00 p.m. on the Thursday prior to the week of the child(ren)'s participation as follows:

June 30th (Session 1)

July 7th (Session 2)

July 14th (Session 3)

July 21st (Session 4)

July 28th (Session 5)

August 4th (Session 6)

Checks are made payable to the Town of Stratford. Cash and money order is also accepted. 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. Refunds must be requested 10 business days prior to start date. There is a \$10 administrative fee for refunding funds. There is no refund or prorated discount for unapproved absences or children who are dismissed due to misconduct.

Parents/guardians must pay a late pick up fee of \$15 for every 10 minutes after 4:00p.m. This must be paid by the next business day or the children cannot return.

Financial Assistance

Care for Kids is accepted. For families certified to receive Care for Kids for the summer a deposit for each week is required by June 16, 2022. Families receiving Care for Kids are only eligible for scholarship under extenuating circumstances.

Families denied Care for Kids are eligible to apply for scholarship assistance for core program hours from 9:00a.m to 4:00p.m. Every family is required to pay a portion of the fee; no child is eligible to receive a full scholarship. Scholarships are awarded based on family income and size as well as availability of scholarship funds. For families receiving scholarships, the application must be submitted by June 2, 2022 for priority consideration and a \$37.50 deposit for each week is required by June 16, 2022.

Families receiving Care for Kids and/or scholarship must have all fees paid in full and current in order to qualify for continued participation in any other SECC programs. Scholarship families must also have fees paid in full and current in order to participate in the scholarship program in the future.

Hours

The program operates from 9:00 a.m. to 4:00 p.m. Monday through Friday, with the exception of the Fourth of July holiday. Children cannot be dropped off prior to 8:50 a.m. or picked up later than 4:00 p.m.

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 call the SECC at 203.377.0689 and give verbal permission regarding the arrangement. This individual must also present a picture I.D. to program staff upon arrival. Parents/guardians must pay \$10 for every 10 minutes after 4:00 p.m. or 6:00 p.m. for children enrolled in extended hours.

Attendance

Parents/guardians will inform staff of any anticipated absences in advance. For unexpected absences, parents/guardians call the SECC at 203.377.0689 as soon as possible. Families will still be billed for session fees regardless of how many days the child attends during the session. For those parents who get Care for Kids please remember that your fees are paid by Care for Kids based on the number of days your child attends the program.

Health and Safety

Illness

A child cannot participate 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
- Covid-19 / Coronavirus

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

Parents/guardians are asked not send their child if they seem listless or unusually irritable; complains of a stomachache, fever, cough, sore throat, headache, and earache; or appear pale or flushed.

Isolation

If a child develops symptoms of a fever of 100.4, complains of having a sore throat or has a cough while in the program, the following protocol will be followed:

- Child will be isolated immediately away from other children and staff
- Parent/ Guardian will be notified to be picked up immediately
- Notify the SECC Program Coordinator immediately. A notice stating a child has been sent home will be provided to all parents in the child's classroom so that they can monitor their child(ren).
- Cleaning protocol guidelines will be followed immediately in the area the child was.

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.

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. Allergic reactions can also be caused by sunscreen and other lotions, insect creams and repellants, and insect stings. Do not send sunscreen or insect repellent that the child has never used before. Children do not share or swap food or personal care items (i.e. sunscreen). 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 camp, 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. 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.

Parents who opt to not have their child bring an Epi-Pen on site must get documentation from the child's doctor that the use of an Epi -Pen is not needed, while the child is in the program.

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.

COVID-19 EMERGENCY PROCEDURES

Screening - Staff:

Summer Soiree staffs who have been fully vaccinated will submit a copy of their vaccination certificate to the Town of Stratford prior to the start of the Summer Soiree program.

SECC Staff will be reminded and expected to self monitor for signs and symptoms of Covid-19 and notify SECC Program Coordinator or SECC Office Manager if any develop (fever or respiratory symptoms).

SECC Staff must also wear masks at all times especially when working in program spaces. Staff will also wear gloves when necessary.

Screening – Children:

Upon arrival to the SECC facility every child must be wearing a clean mask.. Anyone exhibiting symptoms like cough, or fever will not be allowed to come on site and participate in SECC programming for the day. Children will also be asked to wash or sanitize their hands prior to entering the classroom. Children must wear masks while in the program. Teachers will allow children mask breaks throughout the day. When playing outdoors children do not have to wear masks. Children will be monitored by staff to assure social distancing etc. when playing outside.

Check-In Procedures:

The following protocols will be strictly followed at all times during check-in:

- All SECC staff must wash their hands as soon as they arrive on site. Staff working in the classrooms with children is advised to wear masks.
- Staff will be provided gloves which they will change frequently to avoid contaminating other things.
- One (1) classroom staff will be assigned to handle daily attendance/roster and sign-in at designated area for all children participating in the Soiree Program
- We recommend that only one (1) parent or caregiver bring child for drop-off/pick-up and that this adult be able to walk to the designated drop-off/pick up area every day the child is in attendance.
- Parent/Caregivers will not be allowed entrance into the Soiree classrooms but will do drop-off / pick-up at designated location. Children will then be escorted to their classrooms by SECC staff. At pick-up parent/caregivers will buzz the monitor announce themselves and the name of the child they are picking up. The child will then be escorted to the designated pick-up area where the parent/caregiver will sign them out.

- Parents may be asked to pick-up/drop-off children from a specific door at the SECC to ensure social distancing measures are followed.
- Hand sanitizer gel will be made available at drop off locations.
- All staff and children will wash hands once check in is over as soon as they enter the Soiree classroom.
- ALL staff and children will be reminded throughout the day to refrain from touching their face.

Check-Out Procedures:

The following protocols will be strictly followed at all times during check-out:

- One (1) classroom staff will be assigned to handle daily attendance/roster and sign-out at designated area for all children participating in the Soiree Program
- We recommend that only one (1) parent or caregiver pick-up child(ren)
Parent/Caregivers will not be allowed entrance into the Soiree classrooms but will do pick-up at designated location. At pick-up parent/caregivers will buzz the monitor announce themselves and the name of the child they are picking up. The child will then be escorted to the designated pick-up area where the parent/caregiver will sign them out.
- Children or family members will not be allowed entrance into the SECC facility for pick up until further notice. We also ask that anyone who is not feeling well or who have a fever refrain from coming to the SECC for pick up.
- Parents may be asked to pick-up from a specific door at the SECC to ensure social distancing measures are followed.
- Parents/caregivers will sign children out from designated pick up location
- Hand sanitizing gel will be made available at pick up locations.
- Staff will be sure to wipe down all supplies used at pick up and place items in a safe place.
- Children will not be 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 call the SECC at 203.377.0689 and give verbal permission regarding the arrangement. This individual must also present a picture I.D. to program staff upon arrival. Parents/guardians must pay \$10 for every 10 minutes after 4:00 p.m.

Cleaning Protocol

Staff will follow the following guidelines below for cleaning SECC Program areas:

- Staff will wear disposable gloves for all tasks in the cleaning process, including handling trash
- Depending on the type of cleaning products being used staff may be asked to wear additional personal protective equipment (PPE)
- Gloves and all PPE will be removed carefully away from program participants and other staff to avoid contamination of the wearer and the surrounding area.

Cleaning of SECC Classrooms:

- Routine cleaning practices will be enforced every day the Soiree Program is operating.
- High touch surfaces like tables, chairs, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks will be cleaned by staff every hour when necessary throughout the program day.

Social Distancing

Staff will limit learning center ratios and participation of children in areas in each Soiree classroom. Staff will work to separate children into smaller groups that fall within the Office of Early Childhood (OEC) guidelines when programs begin operation.

Soiree staff will make sure that children assigned to classrooms will remain in those classrooms for the duration of their participation in the Soiree Program. This will help to reduce potential exposures and may also prevent the entire program from being shut down should an exposure occur.

Large group activities will not be allowed. Activities and special events that do not require close physical contact between multiple children will be planned.

Children will not be allowed to share items. In the event that items are shared children will be reminded not to touch their faces and wash their hands after using these items.

HVAC system and/or open windows will be allowed in all program spaces and classrooms to allow fresh air to enter program spaces.

When sitting at tables children will be spaced accordingly. Floor tape will be used to mark 6ft distances when necessary.

When using the SECC blacktop and playground areas staff will make sure to disinfect areas before and after each use. There will also be a time lapse between usages of 30 minutes between groups to assure that proper cleaning has taken place.

When on field trips children and staff will adhere to the Covid-19 protocols set in place by the business or facility where the field trip is being held.

Children and staff will be sure to wash hands before going outside and immediately after outdoor play time is over.

Once assigned to a classroom children will not be allowed to mix with other classrooms/groups; this includes check-in and check-out and sibling groups as well.

We will work to maintain a 1:10 ratio at all times with their being no more than 15 children and 2 staff in each classroom at a time.

Isolation

If a child develops symptoms of a fever of 100.4, complains of having a sore throat or has a cough while in the program, the following protocol will be followed:

- Child will be isolated immediately away from other children and staff
- Parent/ Guardian will be notified to be picked up immediately
- Notify the SECC Program Coordinator immediately. A notice stating a child has been sent home will be provided to all parents in the child's classroom so that they can monitor their child(ren).
- Cleaning protocol guidelines will be followed immediately in the area the child was.

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.

All Other 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 and accompanies the child in an ambulance to the hospital of choice on the medical form or nearest hospital, if on a field trip. Parents/guardians are immediately notified. Staff stays with the child until a parent/guardian or emergency contact arrives. Staff immediately notifies the SECC Program Coordinator who informs the Community Services Assistant Director. If neither is immediately accessible, staff notifies the Health Director. If the Health Director is not accessible, contact the Assistant Health Director. An accident report is completed.

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.

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 Abuse and/or Neglect

Staff is mandated by the State of Connecticut to report suspected abuse and neglect to the Connecticut Department of Children and Families.

Weather

If inclement weather, such as a thunderstorm, is predicted, outdoor activities are cancelled (i.e. field trips to beach and parks). On extremely hot days (90+ degrees), children will play outdoors on a limited basis and staff will have them drink water to prevent dehydration. Extremely hot weather may also require cancellation of hiking and other outdoor field trips/outings or rescheduling them during cooler parts of the day.

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.

Lunch and Snack

The SECC is nut/peanut-free environment. Children can bring their own lunch or have lunch provided free of charge by Sodexo School Services from a grant to the Stratford Public Schools. Children bring their own lunch and snack on outings/field trips. Lunches are kept refrigerated in the SECC and on ice packs in coolers on outings/field trips. Food and drink should not be sent in glass containers.

To assure the safety and cleanliness of all program areas the following guidelines will be followed at lunch time:

- All surfaces will be disinfected at the beginning of lunch and snack times using approved products.
- All staff and children will wash hands before and after lunch and snack
- Summer lunch servers will be required to wear face masks and gloves when distributing lunch and/or snack

Personal Belongings and Clothes

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

Clothing needs to be comfortable, inexpensive, practical and washable. Swimsuits can be worn under clothing. Sneakers are required. Children are required to change any clothing that is deemed inappropriate by staff such as short shorts/skirts/skorts, bare midriff tops, baggy pants below the hips, and clothing with offensive language or symbols.

Parents/guardians should apply sunscreen every day before camp. Parents/guardians should also make sure their child comes to the program each day with a clean mask. Children who do not have a mask when on site will be given one by the SECC Office Manager. Do not use a new sunscreen product on a camp day.

What to Bring (label all items?)

- Extra change of clothes
- Back pack
- Sunscreen
- Hat with a brim
- Non-aerosol insect repellent
- Swim suit
- Beach towel
- Water shoes/sandals/flip flops (beach and swim outings only)
- Water Bottle

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
- New sunscreen or insect repellent, which the child has never used before

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

Misconduct is not tolerated. 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

Due to the Covid-19 Coronavirus pandemic the staff: student ratio will be 1:8 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.

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

Due to the Covid-19 Coronavirus pandemic the Summer Soiree Program will have very limited Field trips and outings each session. To make up for these missed field trips and outings staff will work to have in house / on-site field trips. Children who have two incidents of misconduct in a week or misbehavior while on any planned activities and events (i.e. not following directions or leaving the group) may be suspended from the next day of the Summer Soiree Program to include any planned activities or events. The child cannot attend camp for the entire day when suspended from the trips. Parents/guardians are responsible to make alternate arrangements.

If inclement weather, such as a thunderstorm, is predicted, outdoor outings activities are cancelled. Parents/guardians should apply sunscreen and insect repellent, depending on the activity. Extremely hot weather (90+ degrees) may also cancel or reschedule hiking and other outdoor field trips/outings.

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.

Personnel Policies and Procedures South End Community Center (SECC) Summer Soiree Program

Staff are considered seasonal, can work a maximum of 37.5 hours a week and take a half-hour unpaid lunch break daily. Paychecks are distributed every Friday. Time sheets must be completed every Friday, previous to the pay period.

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 Summer Soiree 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.

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 Community Services Administrator, Tammy Trojanowski. If neither is available, contact the Health Director. If the Health Director is not available, contact the Assistant Health Director.

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 Community Services Administrator. If neither is available, contact the Health Director. If the Health Director is not available, contact Assistant Health Director. 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 Community Services Administrator and Clinical Coordinator. If the SECC Program Coordinator is not immediately accessible, staff is to contact the Community Services Administrator. If neither is available, contact the Health Director. If the Health Director is not available, contact the Assistant Health Director.

Staff is to maintain confidentiality about children's medical records and other personal information.

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, staff is to contact the Community Services Administrator. If neither is available, contact the Health Director. If the Health Director is not accessible, contact the Assistant Health Director. An accident report is to be completed and submitted at the end of the day.

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.

Staff Payment of Fees

Staff who wish to enroll children in the Summer Soiree Summer Enrichment Program must submit payment for all sessions needed by the dates listed below to reserve their child's spot in the program:

July 1 (Session 1)

July 8th (Session 2)

July 15th (Session 3)

July 22nd (Session 4)

July 29th (Session 5)

August 5th (Session 6)

Checks are made payable to the Town of Stratford. Cash and money order is also accepted. 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. Refunds must be requested 10 business days prior to start date. There is a \$10 administrative fee for refunding funds. There is no refund or prorated discount for unapproved absences or children who are dismissed due to misconduct.

Staff must pay a late pick up fee of \$15 for every 10 minutes after 4:00p.m. This must be paid by the next business day or the children cannot return.

Financial Assistance

Care for Kids is accepted. For staff certified to receive Care for Kids for the summer a deposit for each week is required by June 18, 2021. Staff receiving Care for Kids is only eligible for scholarship under extenuating circumstances.

Staff who do not receive Care for Kids or who have been denied Care for Kids are eligible for a staff discount in the amount of 50% for core program hours from 9:00a.m to 4:00p.m. Staff receiving Care for Kids and/or staff discount must have all fees paid in full and current in order to qualify for continued participation in any other SECC programs.

Lines of Authority – SECC

SECC Program Coordinator ~ Tymatha Sims
203.377.0689 Office

SECC Administrative Assistant – Debbie Patrick
203.377.0689 Office

Community & Senior Services Administrator ~ Tamara Trojanowski
203.385.4055 Office

Health Director ~ Andrea Boissevain
203.385.4090 Office

Assistant Health Director ~ Greta Roberts-Bronelli
203.385.4090 Office