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Children Grow With SEED!

MISSION STATEMENT

SEED provides a fun, safe, educational and enriching environment for every child. Warm and friendly staff nurture children to increase their cognitive abilities and foster self-esteem, while developing team spirit with a sense of cooperation and fair play. The **SEED** character traits of ***RESPECT***, ***RESPONSIBILITY***, and ***KINDNESS*** are the framework for the success of our program. We strive for a seamless continuum of support and education for Simsbury elementary students.



PROGRAM DESCRIPTION



Children Grow With SEED!

The SEED curriculum consists of a variety of daily activities for the children enrolled. This includes but is not limited to active play, arts and crafts, table games, puzzles, and science and math activities. Enrichment activities in the areas of art and fitness are also included as part of the SEED program. On Monday through Thursday, a time to complete homework is also provided. Students needing additional time to complete homework may do so during activity time.

Safety of the children and staff in the SEED program is extremely important! Numerous policies and procedures are in place to ensure safety. Fire and emergency drills are routinely practiced. Files are continuously reviewed for accurate and up to date information. Children will **only** be released to authorized individuals at the end of each day, and photo identification will need to be provided. (This even includes parents during the first few days of the program.)

The SEED program is committed to quality service. The program is continuously evolving to reflect the standards of appropriate and successful school-age care programs. Feedback from our students, parents, and staff is always welcomed and encouraged, as it is important for the continued success of our program.

SEED PROGRAM OFFICE

Simsbury Enrichment and Extended Day Squadron Line Elementary School 44 Squadron Line Rd., Simsbury, CT 06070 Tel: (860) 408-6144/Fax: (860) 651-3070 Nikki Mahan, Youth Services Division Director Kelly Curtis, SEED Program Coordinator	Office Hours: Monday through Friday, except holidays 9:00 a.m.-4:00 p.m.
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PROGRAM LOCATIONS & SERVICES

Latimer Lane Elementary after school care (until 6 p.m.)
SEED phone number (860) 658-6286

Tootin' Hills Elementary after school care (until 6 p.m.)
SEED phone number (860) 658-5543

Squadron Line Elementary
before school care (from 7 a.m.)/after school care (until 6 p.m.)
SEED phone number (860) 658-9165

Tariffville Elementary after school care (until 6 p.m.)
SEED phone number (860) 658-8614

Central Elementary after school care (until 6 p.m.)
SEED phone number (860) 658-8601

The SEED program will be CLOSED* on the following holidays:

Labor Day	Christmas Eve day
Good Friday	Christmas Day
Memorial Day	New Year's Eve day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	

The SEED program will CLOSE EARLY* (3 p.m.) on the following days:

Day before Thanksgiving

ENROLLMENT

Simsbury Enrichment and Extended Day encourages children of diverse backgrounds to attend. We do not discriminate on the basis of race, sex, disability, color, creed, national origin, or ethnic background. Any child eligible to attend a Simsbury Public School is eligible for enrollment.



REGISTRATION PROCEDURES

Registration will only be accepted for tuition accounts that are in good standing. Please keep this Parent Handbook for your records. A child **is** enrolled in SEED when all the required paperwork and registration fees are submitted to the SEED office, and any prior account is paid in full. All policies and procedures contained within the Parent Handbook are said to be effective and enforceable when a child is officially registered. **All deposits and tuition fees are non-refundable. Extenuating circumstances will be considered by the Director.**

Parents wishing to change their child's schedule in the program are asked to notify the SEED office in writing using a Program Change Form with 24 hours notice. When withdrawing a child from the program, 2 weeks notice is required. Change forms are available from the SEED office or on our webpage. If notification is not received, the child's account will continue to automatically accrue tuition due. Due to the overwhelming amount of last minute registrations that come in during this time, no program changes will be processed between the first day of school and September 15th each year.

In the event that a program should be full, a family wishing to enroll their child will be placed on a waiting list. As vacancies occur, families on the waiting list will be contacted in the order in which they were placed on the list.

Registration in SEED must be for a minimum of one month.

Children may be disenrolled in SEED when accounts have a past due balance equalling more than two months' tuition.

A variety of registration options have been established.

Once registered, children may **not** switch attendance days. For example, if a child is registered for Tuesdays and Thursdays, they may not switch attendance from a Thursday to attend on a Friday.

In the event you need a permanent change, please fill out a program change form (available in the SEED office or on our webpage) in accordance with our policies listed on Page 3.

RELEASE OF SEED STUDENT & FINANCIAL RECORDS

Simsbury Enrichment and Extended Day will only release information to the parents/guardians who sign the enrollment forms and tuition fee agreement. These documents represent contracts between Simsbury Enrichment and Extended Day and only the party signing the forms. Non-custodial parents, or other interested parties, will not be granted access to Simsbury Enrichment and Extended Day records without an expressly outlined court order or a letter authorizing the release of information from custodial parent/guardian.

TUITION

Tuition fees are noted on the registration forms. **Tuition fees are determined by dividing the total number of school days into 10 equal monthly payments.** All tuition is due by the **15th of the previous month.** Tuition includes care for delayed openings and early dismissal days (except vacation days/weeks), as long as the child normally attends on the **days and times affected.**

A separate tuition is charged for attendance on ALL vacation and snow days. Please see page 16 for more details.

Payment Schedule:

Monthly payments* are due by the 15th of the prior month to receiving services. (Example: Tuition due for November 15 is for December attendance.)

**June tuition is the same as other months, despite having fewer days, because the total tuition for the school year is divided into 10 equal payments (Sept.-June).*

Tuition and deposit payments must be made by check or money order, payable to "SEED." NO CASH, please. Payments MUST be mailed to or dropped off at the SEED office. Payment cannot be accepted by SEED staff members. **Tuition assistance is available for those families that qualify for free or reduced lunch.**

The SEED Program is entirely self-funded. We rely on tuition payments for staff salaries, supplies, snacks, employee benefits, field trips, and transportation. **Tuition cannot be prorated for illness, special leave, personal vacations or holidays that fall within a normal school week.** For those parents needing tuition receipts, please contact the SEED office at 408-6144. For families with more than one child enrolled in the SEED program, a 5% discount will be applied to the lower monthly tuition fee. Financial aid is available for those who qualify.

ADDITIONAL CARE

Additional days of care will be approved on a first-come, first-serve, space available basis. The SEED office must approve any requested additional care time **in advance** of the day the care is needed. An additional fee will be charged for any additional care. **Due to staffing availability, we are unable to allow for additional care on Early Release Days. Additionally, students are not able to add AM care on days when the start of school is delayed (AM program at Squadron Line only).**

EARLY DROP-OFF/LATE PICK-UP FEES

The SEED program cannot be responsible for children dropped off before 7:00 a.m., as no staff are on duty. Late pick-ups and early drop-offs create an uncomfortable situation for both children and staff; this should be avoided except in emergency situations. An additional \$1.00 per minute, per child, will be charged for any child dropped off prior to 7:00 a.m. or picked up after 6:00 p.m. Charges double with each occurrence. Parents will receive a written invoice detailing any fees incurred for early drop-off or late pick-up care. Please pay the invoiced amount by check to Simsbury Enrichment and Extended Day. Continued early drop-off/late pick-up may require a parent conference with the Site Manager and Program Director to discuss the situation and impact on the program.

RETURNED CHECKS/LATE PAYMENT

There will be a \$25 charge assessed for all checks returned for insufficient funds. If checks are returned repeatedly, SEED will require certified checks/money orders for future payments. Tuition payments are due in accordance with the payment schedule. **A late fee of \$30 will automatically be charged for each month that tuition is not paid in full by the deadline (the 15th of the prior month).**

ATTENDANCE

Keeping accurate attendance records is a very large part of our security procedures. If your child will not be in SEED on a day when he/she is normally scheduled to attend, please contact the Site Manager by 8:00 a.m. (for the morning care) or by 2:00 p.m. (for the afternoon care). *****If your child will be**

taking the bus home or will be picked up from school instead of coming to SEED, in addition to notifying the school office, please call your child's SEED location and leave a voicemail message in advance so we may adjust attendance procedures.*** When a child is absent without prior notification, we will consider the child missing and immediately begin searching the building and bus area for the child. We will also call parents and emergency contacts for the child. We take the safety of each of our children very seriously, and become very concerned when a child does not come to SEED as scheduled.

To ensure adequate staffing, children must be registered **IN ADVANCE** of school holidays and vacation weeks. Program space is limited, so register as early as possible. Participation in SEED does **not** guarantee a spot on vacation days/weeks or holidays. Registration forms are available through the SEED office. If after signing up for a school holiday or vacation week you decide to not have your child attend, please call the office to have your child removed from the attendance list. **Tuition will not be prorated for absences, personal vacations, or illness.** Each child's tuition covers the time period for which he/she is registered.

Fees will be charged for failure to pre-register and in the case of no-shows. Refer to the box on page 16 for details.



PHOTOGRAPHS

Upon enrollment in the SEED program and by signing the registration form, you have authorized your child to be photographed for SEED use for both in-house and outside publication, including the SEED webpage.

FAMILY FUN NIGHTS

Over the course of the school year, SEED will hold evening events that are designed for the whole family to enjoy! These events are free for all families enrolled in SEED and a pizza dinner is included. All Family Fun Nights are held at Squadron Line School from 6:30–8:00 p.m. More details of these events will be sent home at the beginning of the school year. Some examples of Family Fun Nights that we have had are:

- Charitable Event
- Talent Show
- Gingerbread Houses
- Game Night

CLOTHING

Please send appropriate clothing for weather conditions. We will try to go outside, weather permitting, each day. **If not properly dressed, your child may not be permitted to play outside.** In the winter, if there is snow on the ground, children will need to bring boots, hats, and gloves to go outside and play. We will follow school policies when determining if the weather is appropriate for outside play. Flip-flops are not permitted at any time. Hats are not permitted inside.



LUNCH & SNACKS

Every child enrolled in the A.M. SEED program will be offered breakfast daily at 7:45 A.M. Children enrolled in P.M. SEED program will be offered a snack each day. A snack and breakfast menu will be posted for parents at each SEED site and on our webpage, and copies will be made available at a parent's request. Snack menus may be revised from time to time. Our current menu has been carefully planned to offer healthy choices, and avoid common allergies (peanuts, etc.)

No gum/candy from home will be permitted.

Please speak to the SEED Site Manager if your child has an identified food allergy.

If your child does not want the snack offered and they have a *comparable* snack from home, they may have this snack at SEED. A comparable snack



must be a healthy option and similar to those served at SEED.

All snacks brought in from home must be individually packaged with the ingredients listed on the packaging.

This is to ensure that a snack is peanut and tree nut free.

During school vacations and holidays, children will need to bring a nutritious, peanut and tree nut-free lunch from home. Please do not send foods that need to be re-heated or refrigerated, as the kitchen/microwave is not available. Children will be provided breakfast and an afternoon snack per day when attending a full-day program on a school vacation day or on a snow day.

TOYS FROM HOME

Children **MAY NOT** bring in toys or electronic devices (i.e., cell phones, iPods, iPads, Kindles, tablets, gameboys, etc.) from home. Our staff cannot be responsible for any lost, stolen, or broken toys or electronic devices.

ADMINISTRATIVE/TEACHING STAFF

SEED personnel undergo an extensive background check. They submit their fingerprints to the Simsbury Police Department for a federal and state screening process. During the hiring process, each applicant must supply references as to his/her experience and character. Staff are trained in CPR and First Aid, as well as administration of meds and epipen. Staff may be given the opportunity to attend professional workshops and training seminars offered by Simsbury Public Schools, SEED

personnel, and outside agencies. We are very proud of the caliber of professionals that work with SEED children. We strive to hire only the most qualified and experienced applicants. SEED teachers, in conjunction with their Site Managers, prepare lesson plans in accordance with the SEED curriculum.

BABYSITTING

Although we appreciate your confidence in our staff's abilities to provide quality care, in seeking to maintain a professional relationship, and in order to avoid the impression of preferential treatment of children, the SEED program does not permit the soliciting of staff for additional babysitting services or other gatherings outside of SEED, and staff are required to sign a contract to this effect.

SAFETY PROCEDURES

Please read the following safety policies very carefully. We take our obligation to safeguard the children enrolled in our program very seriously. We recognize that some of the policies may be inconvenient, but they are formulated with the safety of all the children in mind.

SIGN IN/OUT PROCEDURES:

Children must be signed in and out of the program. Children will only be released to those persons authorized on their pick-up lists. **Anyone picking up a child should be prepared to show a picture I.D.** If the pick-up schedule for a child should change, please send in a note to the SEED Site Manager. In some circumstances, we may require a copy of a court order or legal paperwork to alter pick-up arrangements.

Please do not park in fire lanes or bus lanes when dropping off or picking up. This is a serious safety hazard to the children

and faculty. When dropping off your child, please escort them to SEED's location.

Please keep all contact telephone numbers, addresses, and emergency information current on your child's SEED file and with your home school and main office.

Our staff will make every effort to keep a child from getting into a vehicle with an adult suspected of being intoxicated, including calling the local police department for support.

BUILDING SAFETY: Please use the designated entry and exit doors to drop off or pick up your child.

We will, from time to time, have fire and emergency drills during SEED hours to practice emergency procedures and evacuation routes. These will be done in a manner consistent with the public school procedures. Please inform SEED staff immediately if you are concerned about strangers, or any unsafe condition, in or near the school. All SEED personnel are mandated reporters of suspected child abuse and/or neglect.

CHILD ABUSE/NEGLECT MANDATED REPORTING: Under Connecticut General Statutes, section 17-38, all members of the public school professional staff are mandated to report suspected cases of child abuse and/or neglect. All SEED personnel participate in child abuse and neglect training.

RETURNING TO CLASSROOM: Children will not be permitted to return to their classroom once arriving to SEED.

HEALTH ISSUES

The health and safety of your child is of the utmost importance to us. We must be notified if your child has known

allergies, asthma, diabetes, seizure disorder, or other medical conditions that would affect his/her participation in any aspect of our program. **If your child is absent from school, she/he cannot attend SEED that day.**

Any child required to take a prescription medication shall inform the school nurse and SEED office. The SEED program will follow all school and board policies on the administration of such medications.



SEED personnel are trained in CPR and basic First Aid. SEED staff are also trained to administer an epipen or inhaler to children with identified life threatening allergies. **Parents must supply the epipen or inhaler with a copy of doctor's orders.** Failure

to supply these within a timely manner may result in the child not being able to attend SEED. There are additional policies regarding the storage of medications; please see the Site Manager for details.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms at SEED:

- Fever of 100.0 degrees or higher
- Vomiting and/or Diarrhea
- Rash that is unexplained
- Strep Throat
- Pink Eye (Conjunctivitis) when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.
- Bathroom accidents in which the child either cannot change their clothes or clean themselves independently, or a change of clothes is not available.

(For circumstances #1-5, children may not return to SEED for 24 hours. For bathroom accidents, children

can remain in SEED if a parent/guardian arrives and assists their child in changing.)

If you are unable to come quickly, we will contact an emergency notification person from your child's file. A parent/guardian will also be contacted to pick up their child if an accident occurs requiring additional medical attention. In the case of a serious illness or accident, the Site Manager will call 911 and the parents/guardians will be notified as soon as possible.

For special medical concerns/accommodations, please contact either the Program Coordinator or Division Director at 860-408-6144.

 **SEED STUDENT BEHAVIOR RESPONSIBILITIES**

All students will be held accountable for maintaining appropriate behaviors while in the SEED program. Each SEED program adheres to the individual school rules in which it is located and the Simsbury Board of Education Policy on Student Conduct and Discipline. If a child has been suspended or expelled from the Simsbury Public Schools, he/she will not be able to attend any SEED programs and/or activities until the end of his/her school suspension/expulsion. Any pre-paid SEED tuition will be refunded in this case.

SEED students are expected to conduct themselves with courtesy, cooperation, and respect for fellow students and teachers. If a child is misbehaving, "time out" may be used. "Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which he/she is misbehaving. During this time, the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher will discuss the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection

and respect shown the other children.

In the event of continued disruptive or harmful behavior, a behavior report will be completed and a copy will be given to the child's parent/guardian. A second copy will remain on file with SEED. Furthermore, the Site Manager and SEED Director will arrange for a parent conference to inform them of the child's behavior, and to work out a mutually beneficial solution for the child and the program. Serious issues, such as fighting, deliberately hurting another child or adult, stealing, using inappropriate language or threatening words, swearing or using racial/ethnic slurs, challenging the authority of an adult, or being openly defiant may result in suspension from the program. Continued disruptive, harmful, or inappropriate behavior may result in expulsion from the program. **Any prepaid SEED tuition will NOT be refunded.**

SEED participates in a team approach to deal with disruptive behaviors. Our team may include the Classroom Teacher, Program Coordinator, School Principal, Social Worker, and School Nurse.

COMMUNICATION WITH PARENTS



Open communication between parents, SEED teaching staff, and Administration is very important to a successful program. Parents will receive newsletters from the SEED Coordinator with program-wide updates and reminders.

In order to ensure good communication with parents, please make sure that a valid email address is on file. To encourage

For special behavioral concerns/accommodations, please contact either the Program Coordinator or Division Director at 860-408-6144.

open communication between parents and SEED staff, a Staff Board is available to parents, with pictures of each staff person at that site. A Parent Board is also available, with updated policies, reminders, and general information for parents.

Periodically, parents may also receive surveys from the SEED office, asking for additional feedback on the program. This feedback is important when designing new programs, policies, and curriculum.

If at any time you have a concern, please do not hesitate to speak with any SEED staff member, the SEED Program Coordinator, or Director.

SNOW DAY POLICY

We recognize a parent's need for child care services. Therefore, in all but the most extreme weather conditions, SEED will attempt to remain open. This is regardless of the conditions posted for the Simsbury Public Schools. If it is decided that SEED must close for the day, or will be delayed in opening, a separate announcement will be made on the television stations that specifies "Simsbury SEED." The announcement will also appear on the Simsbury Public Schools' website: www.simsbury.k12.ct.us.

Please tune in to the following television stations:

Channel 3 WFSB

Channel 8 WTNH

Channel 30 WWIT

When Simsbury Public Schools are closed due to weather, but SEED remains open, **a program will ONLY be offered at the Squadron Line location for Simsbury SEED students that are pre-registered for SEED Snow/Vacation Days from 7am-6pm.** If weather conditions worsen during the day, upon authorization from the Superintendent, SEED staff will call parents and ask them to come and pick up their children early.

If you receive such a call, please make every effort to come as soon as possible. The decision to close early, or to cancel SEED entirely, is always made with the safety of the children, parents, and staff in mind. **If your child must attend SEED on a snow day, please remember to pack a peanut-free lunch!**

If you are calling your child out of a Snow Day Program, please **call before 9am** that day to ensure avoiding any charges.

Fees will be charged for failure to pre-register and in the case of no-shows. Refer to the box below for details.

SEED VACATION DAY PROGRAMS

When the Simsbury Public Schools are closed for individual holidays and for public school vacation weeks, SEED programs will be combined at Squadron Line Elementary.

It is imperative that all children are registered for Snow/Vacation Day programs in advance.

Please do not attempt to bring your child to a full-day program without having previously signed your child up, as staffing for the day has already been completed and we may not be able to accept your child(ren). Registration forms are available in September through the SEED office.

Tuition will be charged for ALL vacation and snow days at a rate of \$45/day.

An additional fee will be charged for:
1) no-shows (\$25) and 2) failures to pre-register (\$25).

If you are calling your child out of a Vacation Day Program, please **call before 6pm** the prior day to ensure avoiding any charges.

You must register your child in advance, or your child will not be accepted into the full-day holiday/vacation program. Space is limited and vacation programs do fill up quickly! A fee will be applied for showing up without pre-registering (if space is available). Registration forms are available through the SEED office. Please remember to pack your child a nutritious, peanut-free lunch, and do not send foods that need to be re-heated or refrigerated, as the kitchen/microwave will not be available. There is a minimum number of 20 students registered needed to run a full day program.

SEED will be OPEN and run a full-day program at Squadron Line Elementary on the following holidays:

Public School Holidays:

- Rosh Hashanah (Sept. 10)
- Yom Kippur Sept. 19)
- Columbus Day (Oct. 8)
- Election Day (Nov.6)
- Martin Luther King Day (Jan. 21)
- No School (Mar. 22)

Public School Vacations:

- Holiday Recess, Dec. 26-28 (To be determined)
- Winter Recess, Feb 18-19
- Spring Recess, Apr. 8-12

For questions regarding SEED's snow/vacation programs, please contact Kelly Curtis at (860) 408-6144.

If your child requires medication due to an allergy (i.e., epipen, inhaler) parent must provide doctor's orders and medication separate from what is on site for the afterschool program.

On late start and early release days, the SEED program will run in its normal location.

*SEED will run immediately following dismissal on all Early Release Days.

FIELD TRIPS

Occasionally, during school holidays or vacations, SEED children will have the opportunity to attend a field trip. Each trip is carefully planned to include all the children. Permission for attendance on a field trip is signed when a child is registered for the school holiday or vacation day on which the field trip occurs. No additional permission slip is required. During a field trip, care will not be available at any SEED location.

Children must arrive at SEED at least 30 minutes prior to the start of a field trip. There are certain security and administrative actions that can only proceed once a child is in attendance. For security reasons, children cannot be picked up from a field trip location. Children must travel to and from the trip as a group.

Attending a field trip is a privilege. A SEED student may lose the privilege of attending a field trip due to disruptive or dangerous behavior, either on previous trips or during previous SEED program time. Parents will be notified, in advance, if a child will not be able to attend a field trip. It is the responsibility of the parent/guardian to make alternate child care arrangements if a child is suspended from a field trip.

Please provide a peanut, tree nut–free lunch in a disposable brown bag. If your child’s lunch is not in a disposable bag, one will be provided for you.

POLICY CHANGES

Parents will be notified in the event of a change in policy. Simsbury Public Schools and the Simsbury Enrichment and Extended Day Program reserve the right to change policies or procedures to protect the interest of the children, its staff, and the program.