

# ERfC Summer Escape Parent Handbook 2019

ERfC welcomes all children to participate in our programs. ERfC does not discriminate on the basis of gender, race, religion, income, national origin, ethnic background, or ability (physical or mental).

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COMPLETING ENROLLMENT IN SUMMER ESCAPE CONSTITUTES AN UNDERSTANDING THAT YOU HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE POLICIES \* LISTED AS FOLLOWS:

**Participation in Summer Escape includes the following expectations of all children:**

- Follow staff directions and requests, and remain with their group/team at all times
- Make their best effort to cooperate with other campers, staff members, and volunteers
- Respect the property of Enfield Public Schools, ERfC, and other campers.
- Use the restroom facilities on their own and be able to recognize their own bathroom needs without prompting

## SECTION I. ENROLLMENT PROCEDURES

Summer Escape Camp makes every effort to accommodate all children's needs and expects that parents or guardians provide the information that helps us in our best effort to meet those needs.

Enrollment in Summer Escape requires:

1. A complete enrollment application for each child that includes current permissions
2. A current (within one year) **CT State Early Childhood Health Assessment Record** (parts 1 and 2) for each child. **The health record must satisfy the Connecticut Office of Early Childhood licensing requirements, and include a TB screening assessment.** Additional forms may be needed to address medical conditions such as asthma or allergies. Refer to Section VI Health & Safety for more information.
3. Payment is required before starting. Please see Section II Financials for more information.

Summer Escape is licensed by the Office of Early Childhood. All enrollment applications will be reviewed and approved by ERfC's licensing department, including review and sign-off by our health care consultant. Children may not start camp until the review process has been completed and a start date has been confirmed by the registrar.

Processing an enrollment application requires a MINIMUM of five business days to complete and may take up to fifteen (15) business days, depending upon the student's health care needs.

## SECTION II. FINANCIALS

**Payments:** Payment of ALL fees must be completed in advance of a child's start date at camp, OR, enrollment into the Tuition Express auto pay option for weekly payments. **NO OTHER PAYMENT PLAN IS OFFERED (NO BI-WEEKLY PAYMENTS).**

Payments are accepted through the ERfC website parent account portal (MyProcure). Payment may also be made in person at our administrative office, by mail, or by telephone.

**Tuition Express weekly auto payments for Summer Escape are offered for children attending three or more weeks only.** Payments are drawn according to the following schedule, for 2019:

Week 1: (7/1-7/3): Payment June 21

Week 5 (7/29-8/2): Payment July 19

Week 2 (7/8-7/12): Payment June 28

Week 6 (8/5-8/9): Payment July 26

Week 3 (7/15-7/19): Payment July 5

Week 7 (8/12-8/16): Payment Aug 2

Week 3 (7/22-7/26): Payment July 12

### **TUITION EXPRESS PAYMENT DECLINES WILL RESULT IN A \$15 SERVICE FEE.**

**Financial Assistance:** Summer Escape offers a subsidized rate and scholarships for those needing financial assistance. No student or family will be turned away due to their inability to pay. The typical scholarship award for a child is one week of camp.

All applicants for financial assistance must complete the Financial Assistance Form. Failure to provide complete proof of income or other requested information needed to qualify may result in the denial or revocation of financial assistance.

## CARE 4 KIDS

ERfC is a Care 4 Kids provider. **Parents must pay all Summer Escape fees until a current Care 4 Kids Care Certificate naming ERfC as the provider is received in the ERfC office.** Please contact the ERfC registrar for additional information about using Care 4 Kids.

## CREDITS, WITHDRAWAL & REFUNDS

**No credit is given for unattended days for any reason, including illness or vacation. No credit is given for weather-related closings.**

**Withdrawals:** You may withdraw your child from Summer Escape at any time. **We ask that you notify the ERfC Administrative Office by phone or email with notification of withdrawal.** The current week's paid fees are non-refundable upon withdrawal.

**REFUNDS ARE GIVEN ONLY IN THE EVENT THAT A CHILD HAS NOT STARTED A CAMP WEEK - EXCEPTIONAL REFUNDS ARE GIVEN AT THE DESCRETION OF THE BUSINESS MANAGER.**

## SECTION III. COMMUNICATIONS

### Parent/Guardian Contact Information

ERfC will use the phone numbers provided during the enrollment process to contact you while your child is at camp, should the need arise. The primary parent or guardian will be called first, if we are unable to reach you we may text message you from the MyProcure system. If we are

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unable to text you or we do not receive a response within a reasonable time, we will contact the alternate emergency contacts listed in the student's record.

Text messages arrive to you from the MyChild@erfc.us email address. **Parents/guardians may also send text messages to ERfC using the MyChild@erfc.us email address.**

### Contact Information

Current, complete parent/guardian contact information must be provided along with at least two additional emergency contacts with phone numbers. Emergency contacts provided must be local (in Enfield or close by) and be able to arrive at the camp within twenty (20) minutes of being called. All parents who are authorized to pickup must provide their complete employment contact information.

Any changes in contact information must be promptly provided to the ERfC Administrative Office. The primary account holder may only update their OWN contact info in MyProcure.

ERfC requires that ALL listed contacts be available and can be reached during program hours through the numbers provided. If we are unable to reach you or the other contacts through the listed numbers when required, we may institute steps to dismiss your child from camp.

## SECTION IV. FOOD AND SNACKS

Children will be provided a nutritious breakfast, lunch, snacks, and drinks each day. Water is available at all times.

All meals and snacks are peanut and gelatin free. If your child has any food restrictions or allergies, the allergy must be explained on their enrollment form. Notification in writing must be provided to the ERfC Administrative Office if you do not want your child to have the food provided at Summer Escape. Children may bring additional packed meals or snacks. Please ensure packed snacks and meals are peanut AND nut free. No refrigeration is available.

The complete Summer Escape meal menu is posted on the ERfC website at [www.erfcinc.org](http://www.erfcinc.org). Detailed nutritional information is available upon request.

## SECTION V. TRANSPORTATION & PICKUP

Summer Escape provides limited bus transportation at the following stops only: Enfield Street School, Alcorn School, St. Adalbert Church Parking Lot and St. Martha's Church/School lot.

Bus stop times are posted on the ERfC website and are subject to change without notice by the bus company.

Students in grades 6 – 8 are not required to have anyone meet them at the bus stop and may also walk home from Summer Escape. A student of this age may also be considered a designated person to accompany a younger sibling to and from the bus and walking home. In order for this to be acceptable, a waiver signed by a parent or a legal guardian must be on file at the ERfC Administrative Office.

The ERfC Administrative Office must be notified by 2:15 PM if someone will not be able to meet the bus on time in the afternoon. Your child will not be put on the bus and must be picked up at the Summer Escape camp location. If no one is at the bus stop to meet your child, they will be returned to Summer Escape. If your child is returned more than one time (without a call to the ERfC Administrative Office due to an emergency), bus privileges will be revoked.

## **DAILY DROP OFF & PICK UP PROCEDURES**

To ensure your child's safety and in accordance with EPS policies, school doors are locked at all times, except during arrival and pick up times. Standard camp drop off is from 7:50 to 8:20 am. Standard pick up time is from 2:50 to 3:20 pm. Doors will be locked at all other times during the camp day because camp staff will be with children. Please follow our late arrival and early or unscheduled pickup policy noted below.

Only persons authorized by you will be allowed to pick up your child and we will call you if a person not on your list in MyProcure arrives for pickup. We will not release your child until we hear from you. Any person that is unknown to the staff will be required to show a photo ID. There are no exceptions to this policy.

## **LATE ARRIVAL AND EARLY OR UNSCHEDULED PICK-UPS**

Please contact the camp director at least 30 minutes before you arrive. They can be reached at 860-810-9945 by call or text message, or by calling the ERfC office at 860-253-9935.

**For the safety of all children, Enfield Public School policy does not allow non-staff persons to be in the building un-escorted.**

## **SECTION VI. - HEALTH AND SAFETY**

### **Supervision of Children**

The staff to child ratio at Summer Escape is 1:12 (one staff member for every twelve campers). No group exceeds twenty children, regardless of the number of staff. This ratio is observed at all times, including bathroom, cafeteria, and outdoor time. Staff maintain supervision so that all children can be seen or heard at all times. No child is left alone for any period of time. Staff will conduct head counts at the beginning and end of every transition. For all games, materials and equipment, staff will demonstrate proper use and supervise to ensure children do the same. No child may go anywhere, including to the bathroom, without supervision from a staff member.

### **Hand Washing**

Staff will wash their hands before and after eating or handling food, after handling bodily fluids, after handling soiled items such as garbage, after toileting, or whenever hands are visibly soiled.

Children will be taught proper handwashing: Wet hands, use a small amount of soap; 20 seconds of vigorous rubbing over all surfaces of hands, wrists, fingernails; thorough rinsing; thorough drying with a towel; turning faucet off with towel; proper disposal of towel. Children will wash their hands after toileting; before eating; after blowing nose, coughing or sneezing, after outdoor play, or whenever hands are visibly soiled.

**Health Record Information:** Every child attending Summer Escape must have a current **CT State Health Assessment Record** completed and on file as part of their permanent enrollment documents, and BEFORE they begin attending. "Current" is defined as the child having had a health evaluation or certification by a physician within thirteen months prior to the date the child begins the current year's Summer Escape session.

Connecticut Office of Early Childhood regulations require the disclosure of diagnosed medical conditions, disabilities or special health care needs such as allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease. This will help us support and ensure your camper's success at Summer Escape.

**Behavioral Concerns, Special Needs or Disabilities:** An **Individual Plan of Care** will be developed with the child's parent(s) or guardian, the director of operations and the ERfC health care consultant, and will be kept with the child's enrollment documents. The plan contains steps

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outlining the appropriate care of the child and shall be signed by the parent(s)/guardian and staff responsible for the care of the child. This plan may change as needs indicate.

**Sickness:** In the event of illness at Summer Escape, ERfC will notify parents or guardians and recommend an early pickup if appropriate. Children who arrive at camp or exhibit or develop any one of the following conditions or symptoms: ear ache, unexplained/undiagnosed rash, active head lice (alive and/or crawling), red eyes, contagious disease, fever over one-hundred degrees, vomiting or diarrhea, must be picked up. The sick child will be supervised at all times in a designated area so that the child can be made comfortable.

### **“Bathroom Accidents”**

A primary expectation of all Summer Escape campers is the ability to use the restroom on their own and to be able to recognize their own bathroom needs without prompting. We understand however, that accidents sometimes happen.

Parents who know that their child may experience bathroom accidents are requested to disclose any known medical diagnosis on the child's health form. An individual care plan can then be developed to ensure a positive camp experience. Parents are also expected to:

1. Provide a change of both clothing AND shoes in the child's backpack. Children who experience more than one accident during the day must be picked up.
2. Provide personal wipes for cleaning and plastic bags to hold soiled clothing.

Because accidents may be an indication of an underlying medical condition, children who unexpectedly experience more than one accident during a camp week will be required to have a physician's diagnosis and an individual care plan developed with the parent, camp director and ERfC health care consultant in order to remain enrolled in Summer Escape.

All parents **MUST** be available or have an additional contact person available to pickup **within 20 minutes** any child who experiences an accident and who does not have extra clothing or shoes.

**PLEASE NOTE: Summer Escape staff are NOT able to physically assist children with using the restroom, cleaning themselves or changing their clothing.**

### **MEDICAL EMERGENCY PLAN**

A qualified staff member with CPR/First Aid certification will be on the Summer Escape site for the entirety of program hours. That individual will provide first aid, as necessary and appropriate to training, for medical needs. Additional staff will notify the parents/guardians of the ill or injured child. If the situation warrants more advanced care, staff will call 911 for ambulance transport to the nearest hospital: Johnson Memorial Hospital or Connecticut Children's Medical Center. If ambulance transport is necessary, a staff member will accompany the child and bring the child's emergency permission and medical form.

### **MEDICATIONS**

We will store and administer prescribed medications, inhalers and EpiPens. No child will be allowed to attend without their required medications already present at Summer Escape. A medication authorization form must be completed and signed by the parent/guardian and an authorized prescriber. Medication authorizations must include the child's name, address, and birthdate; the date the order was written; medication name, dosing and method of administration; times of administration; relevant side effects and prescriber's plan for management in the event of side effect; notation on whether medication is controlled; listing of allergies, if any exist, and

reactions due to interactions with foods or drugs; **specific** prescriber instructions as to how the medicine is to be given; name, address, phone number and signature of authorized prescriber of the medication; name, address, phone number and signature of parent/guardian with explanation of relationship to the child, expressly giving permission for medication administration by ERfC staff. This form will be kept at Summer Escape with the child's medication. Children who take medication must have this form in place in order to attend camp. All medications will be stored as the prescriber directs.

Per the Office of Early Childhood regulations, every child who requires the use of an inhaler for asthma must have their own inhaler, as prescribed by their physician, stored at Summer Escape. Every child who may require the use of an EpiPen must have TWO EpiPens stored at Summer Escape at all times.

**The medication name, description, and orders on both the MAF and medication package must MATCH. The orders must be specific and not reference any ranges for time of administration, or ranges for medication amounts.**

All unused or expired medication will be returned to the parent/guardian, or disposed of within one week in the presence of at least one witness, consistent with local health disposal regulations. The center shall keep a written record of the destruction, signed by staff and witness.

**PRESCRIPTION MEDICATIONS** MUST be in their ORIGINAL container, clearly labeled and not expired, placed in a sealed, Ziplock-type bag and must include the following:

- The child's name, address and birth date
- The drug name, **specific dosage**, specific method of administration and side effects
- The prescriber's name and address

**Any non-prescription topical medication** such as lotions or soap and non-aerosol sun block must be in the ORIGINAL container, placed in a sealed, Ziplock-type bag and clearly labeled with the child's name.

All prescription medications will be kept locked. Emergent, first line of defense medication will be stored in an unlocked but safe manner that is inaccessible to children but still allow for quick access in an emergency.

ANY medication that is **ingested by mouth**, including over-the-counter medicines (such as ibuprofen or cough syrup), requires a medication authorization form signed by a parent/guardian and an authorized prescriber, to be administered at camp. An individual plan of care or action plan will also be required.

**OTC medications must be NEW & UNOPENED & IN THE ORIGINAL PACKAGE.**

### **Administration of Medications**

All staff medical training adheres to CT Office of Early Childhood regulations and all training certificates are on file at Summer Escape. Only certified staff members will be allowed to administer first aid or medications. The certified medication administrators will document all medication administrations, including the date and time of medication administration, signature of administering staff and necessary comments or reporting of errors.

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Parents will be notified at pickup of any non-emergency medication administration. In case of emergency - such as EpiPen administration - the parents will be notified immediately, consistent with Summer Escape emergency procedures.

### Emergency Plan for Fire and Evacuation

#### Fire:

In the event of fire, evacuation will be through the closest fire exit. Staff will supervise children as assigned throughout the evacuation. Once evacuated, children will line up and staff will take attendance. The camp director will take the enrollment roster, first aid kit, cell phone, and emergency information files. If the building cannot be reentered, staff will take children to the parking area of camp and follow further directions from Enfield Fire Department personnel. Parents will be notified.

#### Evacuation:

In the event of evacuation, all children and staff will walk to the nearest evacuation area as outlined in the Emergency Procedure Binder. ERfC has made arrangements with local fire departments for civil and emergency preparedness contingencies so that Summer Escape is listed for emergencies. Parents will be notified via email, text or phone to pick up their children.

In the event of an evacuation, all staffing ratios will be maintained, with a minimum of 2 staff, minimum age of 18, until all children are picked up.

## SECTION VII. ABUSE AND NEGLECT RECOGNITION AND PREVENTION

ERfC recognizes its responsibility to prevent child abuse and neglect of children enrolled in its centers.

Child abuse may be noted by observation of injury, description of injury inconsistent with the appearance of the injury, signs of malnutrition, sexual exploitation, deprivation of necessities, description of or testimonial of emotional maltreatment, sexual maltreatment, and/or cruelty.

These include the following:

- Any non-accidental physical or mental injury
- Any form of sexual abuse, exploitation or exposure
- Neglect, which may be defined as withholding of or failure to provide food, water, shelter; education; emotional, moral or physical health; appropriate supervision
- Emotional abuse such as belittling, berating, humiliating or denigrating language, thus impairing psychological health
- At risk behavior: placing the child in danger of abuse or neglect, such as allowing supervision by an individual impaired by drugs or alcohol

Staff understand their responsibilities as mandated reporters to **report any suspicion** that a child is abused, neglected or at risk. These responsibilities include orally reporting to a DCF or law enforcement officer, using the 24 hour DCF hotline within 12 hours of information received at 1-800-842-2288, followed by a written report to DCF (DCF form – 136) within 48 hours of the oral report. Both reports must have:

- The reporter's name with an option for confidentiality
- Name, date of birth of child; address and phone number of the child
- Name, address and phone number of parents/guardians
- Relevant information regarding physical or behavioral indicators; nature and extent of

injury, maltreatment or neglect

- Exact description of reporter's observations and date and time of the incident
- Any knowledge of previous injuries
- Circumstances under which reporter became aware of abuse
- Name of individual suspected of causing abuse
- Other information the reporter deems helpful
- Actions taken to help, assist or treat the child
- Medical attention provided or referred, if needed

Staff are protected by law from discrimination and/or retaliation for reporting suspected abuse or neglect in good faith (CT General Statutes, Section 17a-101e).

All phone calls to DCF must be documented and kept on file at the Center. A copy of all statements from staff and DCF Form 136 shall also be kept on file.

ERfC has a zero tolerance for abuse and neglect. ERfC will implement immediate action in the event of an allegation regarding a staff member abusing or neglecting a child. The agency's administration will protect the child, immediately notify the parent/guardian regarding the allegation, and follow the above steps to ensure the report of this information to DCF and/or law enforcement.

ERfC will support DCF's investigation into any allegation. A staff member accused of abuse or neglect will be removed from his/her position until the investigation is satisfactorily complete. Substantiated claims will result in dismissal from position and possible legal ramifications.

All staff are required to be trained annually in these abuse and neglect policies and their role as mandated reporters. All staff are required to take the State of Connecticut online Mandatory Reporter Training and provide certification of such to ERfC.

The abuse and neglect policy must be posted for parent observation and information.

## **SECTION VIII. PERSONAL PROPERTY**

Personal property, including clothing, backpacks, tote bags, and any other personal property should be clearly labeled. ERfC is not responsible for lost or damaged personal property.

Children **should not** bring money, toys, gaming devices, MP3 players or any other electronic equipment to Summer Escape. If campers bring any of these items to camp, they will be confiscated by the camp director, placed in a secure location, and returned at the end of the day.

Children are not allowed to use cell phones while at Summer Escape. If you need to contact your child, please call the Summer Escape site phone. This number will be provided to you upon request from the ERfC Administrative Office or the Summer Escape site phone at 860-810-9945. This number will be provided to you upon request. Please do not call or text your child directly.

**ERfC is not responsible for the loss or damage of personal property.**

## **SECTION IX. VISITORS AND OBSERVATIONS**

Any person that does not have a child enrolled in the program, wishing to visit the camp at any time, must make a prior appointment through the ERfC Administrative Office. On Friday afternoons (Family Day), family members are invited to attend the camper showcase and awards



presentation. In compliance with the Office of Early Childhood and Town of Enfield policies, all visitors must sign-in with Summer Escape camp directors upon arrival and adults will be required to surrender their driver's license or other picture ID. Licenses and IDs will be returned when visitors are ready to leave the building.

**As per Enfield Public Schools policy, adults without a current photo ID will not be admitted into the building.**

## **SECTION X. FIELD TRIP POLICIES**

Summer Escape campers will have the opportunity to go on field trips. The permissions form for the specific field trips must be signed and be on file with the camp director. Hand-written notes will not be accepted in lieu of the permission form. When a field trip requires bus transportation, children must arrive at Summer Escape no later than 8:20 AM on the day of the field trip. **For security reasons, children cannot be dropped off or picked up from ANY field trip location. Children must travel to and from the trip as a group.**

Attending a field trip is a privilege. A child may lose the privilege of attending a field trip due to disruptive or dangerous behavior during previous Summer Escape camp time. Parents will be notified, in advance, if a child will not be allowed to attend a field trip.

There are no alternate activities provided at Summer Escape on field trip days: if your child is not attending the field trip they must stay home from camp that day.

## **SECTION XI. DISCIPLINE AND DISMISSAL**

ALL children are entitled to a pleasant and harmonious environment at Summer Escape. Staff use positive discipline to manage camper behavior.

Disruptive behavior will be dealt with in the following manner:

- 1 The misbehaving child will be given two verbal warnings. On the third warning, the child will be instructed to "Take 5", at which time the child will be removed from the activity to talk with the camp director about their behavior. The child will be allowed to rejoin their team as soon as the camp director determines that they are ready.
- 2 If the child continues to misbehave, we will contact you to pick up your child.
- 3 If the severity of the problem is great enough that it could endanger the safety of the child or other children at the center, dismissal will be effective immediately.

Any child who exhibits chronically disruptive behavior, cannot adjust to the camp setting and continues to behave inappropriately will, upon determination by the director of operations, be issued either a suspension or permanent dismissal from camp.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff or volunteers, or behavior that ignores or disobeys the listed expectations.

**Every enrollment application requires that the parent(s) has read and understands the policy regarding discipline and dismissal.**



**Educational Resources for Children, Inc.**

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