

**FIRST CHURCH EARLY LEARNING CENTER**

**FULL DAY PROGRAM OPTIONS AND RELATED FEES FOR THE 2017-2018 SCHOOL YEAR**

**\$100.00 REGISTRATION FEE per child**

\$40.00(Non-refundable); \$60.00 (\$10.00 deposit for 1<sup>st</sup> security fob;\$50.00 advance tuition payment)

**OR**

**\$120.00 REGISTRATION FEE per family**

\$60.00(Non-refundable); \$60.00 (\$10.00 deposit for 1<sup>st</sup> security fob;\$50.00 advance tuition payment)

**ALL Returning Students: Have a security fob? The amount applied to advance tuition is \$60.00**

(checks made payable to F.C.E.L.C, cash, or money order due upon registration)

***CREDIT CARDS ARE NOT ACCEPTED***

NOTE: ADVANCE TUITION PAYMENT WILL BE APPLIED TO THE FIRST FULL WEEK OF THE SCHOOL YEAR. REFUNDS GRANTED IF WITHDRAWAL, IN WRITING, IS RECEIVED BY August 1<sup>st</sup>.

\*\*\*\*\*  
**10% SIBLING DISCOUNT, for multiples enrolled during the same school year**  
 (First child pays full price, any other children eligible for discount)  
 \*\*\*\*\*

**FULL DAY PROGRAM**

**OPERATING HOURS : 7:00 A.M. - 5:30 P.M. DAILY**

**PROGRAM AND FEE OPTIONS:**

**A. FULL TIME**

**Weekly Fee \$ 230.00 (effective 7/3/17)**

**B. PART TIME**

**Refer to table below**

\*\*\*\*\*  
**PART TIME FEE SCHEDULE (effective 7/3/17)**

LENGTH OF DAY	1 DAY	2 DAYS	3 DAYS	4 DAYS	FULL WEEK
FULL DAY (5.01-10.5 HRS.) WEEKLY RATE	NOT AVAILABLE	NOT AVAILABLE	\$180.00	\$210.00	\$230.00
HALF DAY (3-5 HRS.) WEEKLY RATE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	\$165.00

Limited openings available, exact number allowed at the discretion of the Director

Please return the completed registration form, pages 1, 2, and 5, and registration fee to:

**FIRST CHURCH EARLY LEARNING CENTER  
 107 Palisado Avenue Windsor, CT 06095**

**You will be invited to a PARENT'S INFORMATION NIGHT. We strongly encourage you to attend.**

Please address questions regarding these policies to the Director or Business Administrator.

### **FEES FOR FULL TIME STUDENTS**

- The fee for these children is tuition based at a rate of \$230.00 per week. Payment of tuition is due prior to use of services.
- Payment must be made for all days whether or not your child is in attendance (this includes holidays or "snow days" when the center is closed). No financial consideration is given for sick days, holidays, vacation days, or snow days. The weekly fee will always remain the same from September through May.

### **FEES FOR PART TIME STUDENTS**

- The rates are posted on the **PART TIME FEE SCHEDULE** on the previous page.
- At the time of registration, you will complete a contract (Financial Agreement with Parents) indicating the hours each day and the total number of hours that your child will be in attendance each week. This will be considered the contracted hours for which you will be financially responsible.
- Payment must be made for the days contracted whether or not your child is in attendance (this includes holidays or "snow days" when the center is closed). No financial consideration is given for sick days, holidays, vacation days, or snow days. The weekly fee will always remain the same from September through May.
- Your request to add hours to your contract will be given consideration if the space is available. To make arrangements for additional hours contact the Business Administrator or Director. Payments for additional hours will be at the daily rate with the weekly rate not to exceed \$230.00.

### **FULL YEAR, FULL DAY PROGRAM STUDENTS**

If your child is enrolled for the full year, September through August, you are entitled to two weeks of vacation to be taken during the months of June, July, and/or August when no tuition fee is due.

**Please put all tuition payments in the locked black metal box next to the office door.**

- **ALL cash payments must be in an envelope with child's name and amount.**
- **Checks/Money orders** should be made payable to First Church Early Learning Center or F.C.E.L.C. and **do not need an envelope.**

**Payments may be made weekly or biweekly in advance of services rendered.**

**Please speak to the Director if there are any problems concerning a payment.**

**FIRST CHURCH EARLY LEARNING CENTER  
FULL DAY PROGRAM REGISTRATION**

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
First Middle Last Suffix month/day/year

Address \_\_\_\_\_ Gender: male  female   
 Telephone # \_\_\_\_\_

Class: FD 3  FD 4  Starting Date: \_\_\_\_\_

**\*\*\*\*\*FULL DAY HOURS: 7:00 A.M. to 5:30 P.M. DAILY\*\*\*\*\***

DAYS needed:  M  T  W  Th  F (Please check) # of HOURS per day \_\_\_\_\_  
 Drop Off Time: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Are you an active member of any branch of the military? yes  no

Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 For notification of snow delays & cancellations,  
 we use an **app called REMIND**  
 Participate? yes  no   
 Work Phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
**PRINT IN CAPITAL LETTERS**

Parent/Guardian Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Are you an active member of any branch of the military? yes  no

Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 For notification of snow delays & cancellations,  
 we use an **app called REMIND**  
 Participate? yes  no   
 Work Phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_  
**PRINT IN CAPITAL LETTERS**

Child's Physician \_\_\_\_\_ Telephone \_\_\_\_\_

Is your child seeing a medical specialist? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes why? \_\_\_\_\_

Name of Specialist \_\_\_\_\_ Telephone \_\_\_\_\_

**HOW DID YOU HEAR ABOUT OUR CENTER? (check one)**

- friend  family member  other early childhood program  banner on playground fence
- brochure in Public Library  publicity on WIN TV  web site  Newspaper Ad
- flyer posted in public place (ie. Town Hall, Geissler's, a bank)  other \_\_\_\_\_

The staff members of First Church Early Learning Center are certified by Emergency Medical Professionals in Medication administration, Epi-pen, First Aid , and CPR training. There is a **staff member in the building at all times who is trained** to handle situations that require general medical attention.

If a serious emergency situation occurs, FCELC will follow our **EMERGENCY PROCEDURE** policy.

**EMERGENCY PROCEDURE**  
**For Any Child Following Serious Injury**

1. Extent of injury determined by teacher.
2. Emergency first aid administered by a certified teacher.
3. Police and ambulance service summoned (Telephone 911).
4. Parent notified by phone. If either the parent or the emergency number cannot be reached then:
  - a. The child's physician will be notified of the injury and the name of the hospital to which the child has been taken. If the child's physician cannot be reached, the above information will be given to the school's physician.
  - b. The director or teacher will accompany the child to the nearest hospital and remain with the child until a parent or designated person arrives.

**(THIS NOTICE IS A REQUIREMENT OF THE  
STATE OF CONNECTICUT LICENSING LAWS.)**

\*\*\*\*\*  
Are there any persons, because of a legal situation, who do not have permission to remove your child from the school? \_\_\_\_\_

My child has permission to accompany his/her class on walking field trips within a two mile radius of the Early Learning Center.

I understand and agree to the aforementioned procedures.

\_\_\_\_\_ Date \_\_\_\_\_ Parent's or Guardian's Signature

\_\_\_\_\_ is enrolled in the \_\_\_\_\_ class of First Church  
student's name  
Early Learning Center for the \_\_\_\_\_ school year.

## **Payment of Fees Policy**

### **FULL DAY PROGRAM**

1. Payment is due on the Friday preceding the week service is to be rendered. No billing statement will be sent home at this time. Checks should be made payable to "First Church Early Learning Center or F.C.E.L.C." Any checks returned for non-payment will be assessed a processing fee.
2. Payments not received by Tuesday (at noon) of the week service is to be rendered are assessed a \$5.00 late fee. A reminder statement, including the late fee, will be sent home with the student or e-mailed to the parent.
3. Bills remaining unpaid as of the Friday of the week of service will be assessed an additional \$5.00 late fee. A second reminder statement, including the subsequent week's billing and late fees, will be sent home with the student or e-mailed to the parent. If the total amount is not paid by the following Tuesday, the parent will receive written notification that the child will not be allowed to return to class past the end of the current week unless all outstanding amounts have been paid in full.
4. Any special financial arrangements will be handled on an individual basis and agreed upon in writing between the parent(s)/ guardian(s) and the Director of the school.

### **Key Fob Policy**

Our center is locked down to control and monitor the people who have access to the center. Access requires the use of a "fob" to open the entryway door which will reduce wait time for parents/family members and the need for staff members to let people in.

All families are required to have at least one fob (payment included at registration). There is a \$10.00 refundable deposit for the first fob.

Up to three (3) additional fobs for other people who pick up are available upon request. There is a \$15.00 refundable deposit for each additional fob.

Your deposit will be refunded when you return the fob(s) to the office at the end of your child's time with us.

FCELC offers scholarship assistance and accepts child care subsidies from the Windsor School Readiness program, CARE4KIDS, and the U.S. Military.

Inquire at the office for more information.

Child's Name (please print) \_\_\_\_\_

Class \_\_\_\_\_

School Year \_\_\_\_\_

**Financial Agreement with Parents  
Full Day Program**

Dear Parent:

Please read and sign the following agreement:

I hereby agree to comply with the rules and regulations of First Church Early Learning Center regarding fees, attendance, health, clothing and other items specified in the Parent's Handbook issued by the school.

I have received a copy of the Bathroom Policy for Children and the Behavior Management Philosophy, Guidance and Discipline, and Procedures policies. I have discussed the policies with a member of the First Church Early Learning Center staff and understand and agree with the information stated.

I have received a copy of the Payment of Fees Policy and Key Fob Policy and understand the financial arrangements.

If I find it necessary to withdraw my child, I hereby agree to notify the Director of the school by filling out the required withdrawal form at least two (2) weeks in advance. I will be held financially responsible for this two (2) week period of time.

I hereby further agree to pay the total amount due to First Church Early Learning Center in addition to any fees incurred by the school in collection of delinquent fees.

	TIME		<u># of Hours</u>
	<u>Drop off</u>	<u>Pick up</u>	
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

\$ \_\_\_\_\_ **Weekly Fee** (include adjustment to reflect 10% sibling discount if eligible)

I agree to pay the Weekly Fee and understand that payment is due on the **FRIDAY PRECEDING** the week of service.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Parent or Legal Guardian

**PARENT COPY:** Please KEEP for your records.

Child's Name (please print) \_\_\_\_\_

Class \_\_\_\_\_

School Year \_\_\_\_\_

**Financial Agreement with Parents  
Full Day Program**

Dear Parent:

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	TIME		
	<u>Drop off</u>	<u>Pick up</u>	<u># of Hours</u>
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

\$ \_\_\_\_\_ **Weekly Fee** (include adjustment to reflect 10% sibling discount if eligible)

I agree to pay the Weekly Fee and understand that payment is due on the **FRIDAY** **PRECEDING** the week of service.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Parent or Legal Guardian

**SCHOOL COPY:** Please RETURN to the School office

## BATHROOM POLICY FOR CHILDREN

In order for a child to attend First Church Early Learning Center, the child must be completely potty/toilet trained. First Church Early Learning Center is licensed by the State of Connecticut as a preschool for children ages three to six. "For September, October, November, and December enrollment only, a child who will be three on or before January 1, may be enrolled as a three year old." (pg. 9 of The State of Connecticut Statutes and Regulations for licensing Child Day Care Centers and Group Day Care Homes, Section I - 19a-79-4a. Staffing) The staff members at First Church Early Learning Center send each child to the bathroom numerous times during the course of the day, including prior to naptime for full day students (which is at most 2 hours). As a preschool for children ages three to six, and with a teacher to student ratio of 1:10, we are not authorized to have a diapering area, which means your child must be completely potty/toilet trained.

For these purposes, we define "completely potty/toilet trained" to be that:

1. **Your child wears underwear all of the time.**
2. **Your child can dress and undress independently to use the toilet.**
3. **Your child is independent with all bodily functions and does not require assistance to wipe, etc.**
4. **Your child is able to verbalize to a staff member that he or she needs to use the bathroom.**
5. **Your child is able to sleep through naptime or wake up to go to the bathroom during that time if the need arises.**

We understand that accidents happen, but those that do should be few and far between. We cannot support constant accidents that change the ratio of the classroom based on what is expected and required by the State of Connecticut. We acknowledge that the transition of a child joining a new school can be a time of uncertainty that may alter previously established toileting routines. As such, new students to First Church Early Learning Center will be given a grace period of 10 class days based on the day they start to make this transition. Exceptions, as it relates to accidents, may be made when illness is involved. If accidents occur with frequency (for example, more than three times per week) after this time of transition is complete, your child may be asked to leave and may return if an opening is available and he or she is completely trained. This, as with all policies, is at the discretion of the director of First Church Early Learning Center.



## BEHAVIOR MANAGEMENT

### PHILOSOPHY

The approach to discipline is to help the child learn self-control. Discipline is viewed as a learning process. In our programs this process is carried out by:

- ◆ Providing a learning environment where there is consistency and a daily routine of activity.
- ◆ Making rules and limits clear and developmentally appropriate. The expectation of the children is stated clearly and positively.
- ◆ Using redirection to focus a child's attentions away from unnecessary confrontations.

A positive approach is essential in reinforcing a child's success. Appropriate discipline requires planning, setting clear limits, redirection and logical consequences. Punishments such as humiliating, disrespecting, striking, shaming, use of bribes, false threats, withdrawal of food, or inappropriate contact of any kind will not be used towards a child by any staff member. If this approach is not followed, appropriate action will be taken.

Appropriate behavior will be praised, reinforced, encouraged, and used as a model for other children to follow.

Parent(s)/guardians are asked to follow these same guidelines at home and must refrain from any form of physical or verbal punishment while in our center.

### GUIDANCE AND DISCIPLINE

The staff shares the philosophy that guidance and discipline are opportunities to support each child's development of positive problem-solving skills and self control. We understand that young children are constantly striving for independence and an understanding of their environment. It is our responsibility to create a safe and consistent environment that helps a child gain self-confidence, self-control, and an understanding of his or her feelings. We believe guidance and discipline are part of a lifelong continuous growth process. Together we can foster each child's development in making appropriate choices for today and for their future.

Our guidance and discipline goals are carried out by:

**TEACHERS WHO SERVE AS ROLE MODELS FOR APPROPRIATE BEHAVIOR.** - Our teaching staff consistently sets examples and models ways for children to express their feelings and effectively solve problems by using effective and timely communication skills.

**CREATING AN ENVIRONMENT THAT IS SAFE AND COMFORTABLE FOR ALL CHILDREN.** - Our programs offer a variety of age-appropriate toys and activities which allow children the opportunity to experiment with their world and socialize with their peers.

**STATING CLEAR AND CONSISTENT RULES.** - Children are better able to express themselves and successfully work within their environments when they are aware of what is expected and the limits that exist.

**ACKNOWLEDGING AND RESPECTING EACH CHILD'S FEELINGS.**

Teachers help children to understand their feelings and express them in a positive manner.

**USING REDIRECTION TO FOCUS THE CHILD'S ATTENTION TOWARDS A MORE POSITIVE OUTCOME.**

Redirection helps to avoid unnecessary confrontations and guides children so that they make appropriate choices.

**DEVELOPING CONSISTENT AND ONGOING COMMUNICATION BETWEEN TEACHING STAFF AND PARENTS.**

Open lines of communication, each day, will help the adults in the child's life understand the stages of development. This shared knowledge will give the adults the information to meet the needs of the child.

First Church Early Learning Center defines unacceptable behavior as:

- ◆ A child who continuously interrupts the flow and continuity of the program and requires constant one-on-one attention.
- ◆ A child inflicting physical or emotional harm on other children or staff.
- ◆ A child who is consistently unable to follow the rules or expectations of the program.
- ◆ A child/parent/guardian uses abusive language or threatens other children or staff members.
- ◆ A child who continues to behave against the center policy described in the handbook.
- ◆ The teacher/Director feels that the program can no longer function effectively due to the unacceptable behavior of the child.

### PROCEDURES

If a child engages in unacceptable behavior:

- 1) The child will be assisted by the staff and redirected to an appropriate activity and given suggestions for positive alternatives.
- 2) If this is not effective, the child will be removed from the activity and the child and staff will engage in a period of "THINKING TIME." This enables the staff and the child to discuss the situation and come to a reasonable solution regarding the child's behavior. It helps the child make a better choice next time. Then the child will be redirected back to an appropriate activity.
- 3) Parent(s) or guardians will be informed by a staff member of recurring inappropriate behavior. Parent(s)/guardians will be asked to help correct the situation by offering suggestions and support and involvement. Staff will document inappropriate behavior to help staff and parent(s)/guardians develop an insight into patterns of behavior.
- 4) A conference with the parent(s)/guardian, teachers, and/or Director may be required to discuss the child's behavior further. To help address behavior concerns resource information including, but not limited to, community partners, health consultants and/or mental health consultants can be provided to the parent(s)/guardian.

If the above steps have been followed and the child's inappropriate behavior continues, the child may be dismissed from the program. However, if a situation occurs that severely jeopardizes the health, safety and well being of the children and staff in the program, the Director reserves the right to dismiss a child immediately, without advance warning or notice.

First Church Early Learning Center believes that children should be encouraged to verbalize their feelings, frustrations, and anger in a constructive manner and should be encouraged to resolve problems and work out solutions with minimal staff interaction, unless the situation is dangerous. Our goal is to help children learn from their experiences and to always treat them with respect.