



181 Ledge Hill Road

Guilford, CT 06437

(203)457-1833

<http://www.suncatchersllc.com>

# Parent Handbook

Suncatchers LLC is licensed by the State of Connecticut Department of Health Daycare Licensing Program.



Parent Handbook

### **Eligibility**

A child may be registered for enrollment in the program at any time. Children must be in grades kindergarten through fifth grade to be eligible for enrollment. Melissa Jones students and Guilford residents are given priority for childcare.

### **Enrollment requirements**

Parents/Guardians must complete and submit to the Program Director an annual application form for each child with a nonrefundable registration fee of \$30/family. The following documents must also be completed and on file prior to your child's first day of attendance in the program:

1. A completed Registration form for each child.
2. Current physical exam with proof of immunizations.

\*\*Applications and Forms are always available on our website to be downloaded.\*\*

\* <http://www.suncatchersllc.com>\*

Applications must be kept current. Parents must provide new information to the Program Director regarding information changes such as: emergency contact persons, parent's employer, all contact phone numbers and email addresses.

### **Terms of Enrollment**

Children may enroll from one to five days per week. Changes in childcare schedules must be reported to the program two weeks prior to the change.

### **Hours of Operation**

Our program opens on the first day of school and closes on the last day of school. Childcare is provided Monday through Friday on scheduled in school days.

BEFORE SCHOOL CARE 7:00 AM—9:05 AM

AFTER SCHOOL CARE 3:30 PM—6:00 PM

### **Early Dismissal: (Scheduled: Guilford Public Schools calendar)**

On early dismissal days due to Parent Conferences (12:00 PM dismissal) or Professional Development (1:52 PM dismissal) our program remains open until 6:00 PM.

### **Early Dismissal: (Unscheduled: Emergency/weather related)**

In case of inclement weather, please check the Guilford Public school's website for school closings. Our program remains open until at least 4:30 PM unless we have been instructed otherwise. Please check your emails as well on these days as we will let you know of an early dismissal and if our closing time will be different.

### **Delayed Opening**

When school is delayed due to weather, our program also will have a delayed opening. BEFORE SCHOOL CARE OPENS AT 8:30AM.

### **Snow/storm days**

If Guilford Public Schools are closed, we are also closed. You do not pay for snow and storm days as we will make up these days at the end of the school year.

### **Holidays**

We follow the Guilford Public Schools calendar for holidays, recesses, and professional days. You do not pay when school is not in session.

### **Weekly Fees**

Prepayment fees are due at the beginning of the week during which care is provided unless other arrangements have been made with the Director. If payment is not made by the end of the second week, your child will not be allowed to attend until the account is paid in full. Bills are sent out weekly. A \$10.00 late fee will be charged on overdue bills. A \$25.00 fee is assessed for returned checks. You are expected to pay for all days contracted for (scheduled on your child's original application) regardless of whether your child attends.

### **Late Pick-up Policy**

There will be a \$25 charge for parents who consistently pick up their child late (after 6:00pm).

### **Arrivals and Departures**

Parents MUST sign their child in and out of the program. No one except parents will be allowed to pick up a child unless a parent has authorized this in advance.

### **Notification of School**

Parents are also responsible for notifying the school that their child will attend the program. To always ensure your child's safety, we ask that you notify Suncatchers staff of any schedule changes. Please help us keep your child safe by informing EVERYONE of schedule changes.

### **Authorized Pick up list**

When you apply for childcare, you will be asked to complete and sign an Authorized Pick-Up List, naming those people to whom we may release your child. If you want your child to leave with someone not on the list, you will have to send us written permission. Our policy does not allow us to release your child to anyone not on the Pick-up List. Please update this list as needed throughout the school year

### **Health**

The Office of Early Education mandates that each child attending our program have a physical examination in grades Kindergarten and Third. We must have a copy of this exam before your child can attend and it must be updated at the appropriate grade level. We will remind you of the need for a current physical when you register. Continued enrollment is contingent upon keeping health record current. If your child becomes ill, we will ask that you pick him or her up from the program as soon as possible. If you cannot be reached, we will contact someone on your Authorized Pick-Up List. Depending on the symptoms, it may be necessary to isolate your child from others. Please keep your child home if he/she has a fever, not feeling well or has other symptoms such as severe coughing or yellow discharge from the nose or eyes.

### **Medication**

Only staff members who are trained and authorized may administer medications with the proper documentation from your child's physician on the approved forms. Medications may also be administered by parents or by responsible adults who have permission from the parents. If you have indicated on your child's application allergies or the use of an inhaler, Epi-pen, etc. please clarify the use or administration of medication with the Director. All medications, authorization forms, etc. must be brought to Suncatchers before your child attends.

### **Emergency Medical Procedures**

Unless otherwise specified by families, our staff will evaluate simple injuries and apply the necessary first aid. When acute medical problems occur, the staff will contact the family. If the family cannot be reached, staff will contact the program's physician unless families request that their child's physician or dentist be called. If a serious accident or illness occurs, the staff will authorize emergency treatment by calling 911. If you have any special requests or concerns, please notify the Program Director.

### **Fire Drills**

We practice fire drills during the Before & After Care Programs. Children are escorted to designated areas and attendance is taken to ensure that all are present.

### **Snacks**

Suncatchers does not provide breakfast or lunch. Breakfast is available through Guilford Food Service during Before School Care at 8:45AM. Afternoon snacks are currently provided; menus are posted in the cafe. Water fountains are available to fill water bottles.

### **Toys**

Toys from home should remain at home. We provide a variety of games and activities at our program.

### **Clothing**

Due to the time spent outdoors and, in the gym, children need to wear comfortable clothes and rubber-soled shoes each day. Flip flops, clogs, boots, or crocs may not be worn for physical activities. Please make sure your child has appropriate outerwear each day. Keep in mind that the playground tends to get colder in the late afternoon.

### **Behavior Management**

Children are treated with respect and dignity by staff members, and the expectation is that children will model their behavior and treat staff and other children with respect and dignity.

Accepted discipline methods include:

- Positive guidance
- Setting clear limits
- Redirection

Should a dispute arise between children or between a child and teacher, the teacher will encourage a talking it out process among those involved. The goal of the talking it out process will be to acknowledge feelings and find solutions using children's ideas whenever possible. If this fails to resolve the problem, a time away from the activity will be determined by the staff person involved. In addition, a child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in more self-control. Parents are then notified, verbally and in writing, when they pick up their child regarding both the positive and negative aspects of their child's day. The communication between staff and parents is open and regular, so that each child understands that staff and parents are "on their side" and actions/consequences are taken for their own benefit. The child is included in the decisions regarding behavior/activities at Suncatchers. Staff will continuously supervise children during disciplinary actions. Staff will not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult. If a child presents himself as a danger to himself or others, he will be physically but gently restrained until he is able to regain appropriate control of his behavior. If a child is unable to behave in a safe manner for himself and others, and after working with the child's parents to come to a solution, then the child will not be able to attend Suncatchers until he is able to behave appropriately.

### **Mandated Reporters**

All licensed Day Care Workers are mandated reporters to the Department of Children and Families (DCF). Therefore, we are required to contact DCF with any concerns regarding abuse or neglect.

## **Contact information**

Program Director, Kaitlin Pazera

Suncatchers LLC

**Melissa Jones Elementary School**

181 Ledge Hill Road Guilford, CT 06437

(203)457-1833

[suncatchersllc@comcast.net](mailto:suncatchersllc@comcast.net)

## **Addressing Concerns**

We strive for your child's time with us to be a positive learning experience. We do, however, want to hear from you should concerns arise. Please follow the steps below:

1. Discuss your concern with the Staff at the sign in/out desk.
2. Discuss your concern with the Director.
3. Discuss your concern with the Office of Early Childhood  
1-800-282-6062

We hope that this handbook will help you navigate our program and give you helpful information to make your family's experience a positive one. Please contact us with any questions, we look forward to working with your child and you.

Thank you!

Suncatchers LLC



Before & After School Program

2023-2024 School Year Fees

### **Annual Registration Fee:**

Per Family \$30.00

### **Scheduled Days**

**Per hour Fee** for those who attend the before or after care program the same scheduled days weekly.

#### **Before School Care (7:00am-9:00am)**

First and Second Child: \$10.00 per child

Additional Children \$5.00 per child

#### **After School Care (3:25pm-6:00pm)**

First and Second Child: \$10.00 per child

Additional Children \$5.00 per child

\*\*\*\*\* We also accept CARE 4 KIDS\*\*\*\*\*

Please contact us for more information