Parent Handbook

Killingly Childcare Program

PK-6

Goodyear (PK)

22 Williamsville Road

Killingly, CT 06239

&

Killingly Central School (K-1)

60 Soap Street

Killingly, CT 06241

&

Killingly Memorial School (2-6)

339 Main Street

Killingly, CT 06239

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STAFF

Emily Ross - Program Coordinator
Wendy Ennis-Lead Teacher (PK)
Lisa Lessey-Lead Teacher (KCS K&1st)
Jasmine Olson -Lead Teacher (KMS/KIS 2-6)
Assistant Workers all sites
In addition, KCP has multiple student workers at all sites.

PROGRAM OBJECTIVES

- To provide preschool and school aged children with the opportunity to participate in a wide range of educational, recreational and social programs that foster physical, mental and social development.
- To meet the needs of working parents by providing quality child care before and after school as well as during school and summer vacations.
- To provide age-appropriate activities for children 3-12 years of age and meet the specific needs of individual children.
- To provide a structured environment that emphasizes responsible behavior, respect for others and positive attitudes.
- To provide an environment which enriches what happens in school, allows children the time and place to develop interests and relationships and to venture out into new areas.
- To provide children with frequent opportunities to participate in community activities that take place outside the school.
- To provide children with activities and experiences which will teach them socially acceptable techniques for expressing thoughts and feelings, resolving conflicts and problem-solving.
- To provide rewarding, fun, academic and recreational experiences which promote a healthy self-concept and teach independence.
- To provide a means by which parents, program staff and the school administration have input, work together as a team in the best interest of our students.

SAMPLE DAILY ACTIVITY SCHEDULES

BEFORE SCHOOL PROGRAM K-4

KCS SITE & KMS SITE

6:30 - 8:10 A.M.

Arrival and sign-in. Greet children and parents. Choice of tabletop games and activities.

8:10 - 8:25 A.M.

Clean-up for everyone.

AFTER SCHOOL PROGRAM K-6

KCS SITE & KMS SITE

3:25 - 4:00

Arrival and sign-in. The children will have time to talk to staff and friends and unwind from their day. Snacks will be served during this time.

4:00 - 5:00 P.M.

Small and large group activities will take place. Children will have a choice of group games, gym or outdoor activities, arts & crafts. Children will have an opportunity to complete homework and then join an activity.

5:00 - 6:00 P.M.

Clean-up and quiet activities. Children will help clean-up the space and then relax with table games, coloring, puzzles, homework or socialize with one another.

Note: Please let the staff know if your child needs any special assistance with homework or classroom subjects. Staff will make contact with your child's teacher in order to provide him/her with consistent support.

Children must have sneakers and appropriate clothing for games and activities in the gym and outside. We have a social contract with you regarding appropriate dress. We ask that you have female students wear playground shorts under their skirts or dress to protect their personal privacy.

At no time are parents permitted directly into program spaces. This is to protect the confidentiality of all children and families utilizing KCP. Should a parent or guardian have any interest in visiting the program it must be previoulsy approved by the coordinator and site lead teacher, the visit will be conducted during non KCP operating hours.

CHANGES TO IN SCHOOL SCHEDULES

School Vacation Days

When school is not in session, KCP PK-6 will open from 6:30 a.m. – 5:30 p.m. Children in grades PK-6 will attend at their regular site unless otherwise directed by the coordinator.

The program staff schedules a full day of activities for the children. Students should come dressed for the weather. There will be no meals available from the school, please have your child eat breakfast prior to drop off and they must bring a packed lunch.

Early Dismissals

If a storm causes school to be dismissed early, all after school sites will open upon dismissal (1:15 p.m. for GY, KCS & KMS, 12:15 p.m. for KIS). **Each year your child's school will send home an "Emergency Release Form". If you wish your child to be released to the KCP program on early dismissal days, please be sure to note it as such.**

Delays

If a storm results in a 2 hour delay of the school opening, **the morning program at GY, KCS and KMS will open at 8:00 a.m.** (Please note: NO breakfast is served). **There is no morning program for KIS students.**

Snow Days

If a storm results in the closing of school for the day, KCP will be open unless the storm is so severe that the Superintendent closes the district. The program will open at 8:00 at all sites for students. Please check the school website.

Summer Vacation

The KCP PK-6 operates a full summer program for the children from 6:30am-5:30pm. Children in grades PK will attend Goodyear and children in grades K-6 (must have completed K) will attend at KMS. Location is subject to change. Children will rotate through a variety of structured and unstructured activities that include: science, cooking, arts and crafts, and team sports. Summer activities give the children opportunities to both enhance skills they already have and to explore and develop new interests and skills. Weekly field trips may include: roller skating, miniature golf, movies, museums, adventure parks, deary's gymnastics, the zoo or the aquarium and much more. All field trips are weather permitting and maybe canceled with short notice.

Medication and Authorization to Administer

KCP will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the program with the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the program authorization to administer the medication. This form is available at the program.

The medication authorization form must include information, such as:
- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for a child care or youth camp program. Please understand that your child will not be able to attend if they do not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with the child's name, name of prescription, date of prescription, and directions for use. Except for nonprescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

KCP staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:
- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by (means of communication) when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. **At no time is an untrained staff allowed to administer prescription medications.**

All unused or expired medication shall be returned to the parent/ guardian or disposed of if it is not picked up within one week following the termination of the order, in the presence of at least one witness. KCP shall keep a written record of the medications destroyed and shall be signed by both parties.

POLICY STATEMENTS

Hours of Operation

The KCP PK-6 will provide care for children in grades PK-4 during the hours before school from 6:30 - 8:30 (8:45 GY) a.m. and after school for grades PK-4 from 3:15 -6:00 p.m (5:30pm Goodyear and 5:45pm KCS). The program will also operate a full day schedule during school vacation and staff development days (school vacation, staff development days and summer program closes at 5:30pm). The program will be closed the full week prior to each upcoming school year in addition to the 3 days prior to the first day of school for each school year. This time is designated for staff training and program cleanup and set up. (Check the program calendar for current year's closings.)

Any time the KCP program is open for a full day of childcare the program will operate from 6:30am-5:30pm, late fee will be assessed after any pickup that occurs after 5:30pm.

The KCP 5-6 provides care for students grades 5-6 in the afternoon from 2:15 p.m. to 6:00 p.m. Friday Early Release Days and Half Days we are open 12:15 p.m. till 6:00 p.m. Full days we are open 6:30 a.m. to 5:30 p.m. except snow days. This program is currently housed at KMS, students will take a transfer bus at the conclusion of their day.

Daily Sign-In

A staff member will take the attendance of all children as they enter the program in the morning and afternoon.

If a person other than a parent picks up a child, he/she must already be on the alternate pick-up located in the child's file. To secure your child's safety, all parents or alternative pick-up designees must be prepared to provide a photo I.D. upon staff request before the child will be released from staff's care and MUST BE AT LEAST 18 YEARS OLD.

WE WILL NOT RELEASE ANY CHILD WITHOUT THIS VERIFICATION

Change of Hours

If a parent wishes to change the number of days or hours a child is enrolled in the child care program, **a written request must be given to the Lead Teacher at least two weeks in advance of the requested change.** Authorization of the change will be made at the discretion of the Coordinator. Decisions will be based on availability of slots, and parent's and child's needs.

Absences

When a child will be absent from school, please notify your child's appropriate program and email the program coordinator, eross@killinglyschools.org. All programs utilize the Remind app for communication and is a preferred method for any and all communication.

KCS 860-779-6766 **KMS** 860-377-6155

If a child is absent from the program for more than one week and we have not been notified, a follow-up phone call will be made to the parent. If no contact is made, we will assume that the family no longer needs child care services. A "termination of services" notification will be sent to the parent(s). Please check your email.

We also request that if a parent picks up his/her child at school, on a day that he/she is scheduled to attend the program that the parent notify the program. We must be able to account for all children, and we will begin calling the Authorized Contacts if we are not notified of the student's absence in advance. We want to be certain that parents are aware of where their child is when they should be with us. We will follow school policy if we are unable to locate the child or contact you.

Enrollment Priority

Enrollment is restricted to Killingly residents. Parents/Guardians must be employed, participating in job training, or attending school. Spaces are filled on a first come first serve basis and by availability at each site. Priority is given to families in need of care 3-5 days per week as enrollment means taking a "slot" in our program. If space allows we will honor family requests for 2 day programming. Applications will remain on file if the program is currently at capacity and families will be notified if and when a space becomes available. Summer programming begins in early March with priority to children currently enrolled in KCP. Should spaces remain available they will be open to Killingly Public School Students beginning April 1.

Enrollment Requirements (when offered space)

Completed Enrollment Packet
Signed Parent Handbook Receipt
Enrollment/Fee Confirmation Form
Custody Documents (if applicable)

CHILDCARE TUITION POLICIES

Fee Schedule	**Daily**	**Weekly**
Goodyear		
Before School (6:30-8:45 am)	**$11.00**	**$45**
After School (3:15-5:30 pm)	**$11.00**	**$45**
Before and After	**$20**	**$80**
KCS and KMS (K-4)		
Before School (6:30-8:30 am)	**$10.00**	**$40**
After School (3:15-5:45pm@KCS/6:00pm@KMS)	**$12.00**	**$50**
Before and After	**$20**	**$80**
KIS (5-6)		
After school (2:15-6:00 pm)	$13.00	$55
Summer (PK-6)	**$30**	**$120**
Early Release Day Program (PK-4)	**Flat Rate full year $165**	
Early Release Day Program (5-6)	**Flat Rate full year $18**	

Payments and Deposit

At the time of summer enrollment, you will be required to pay a two week deposit. This deposit will be applied to the last 2 weeks of the summer session. Weekly tuition is due the Friday prior to the week of care. Checks should be made payable to KCP. Tuition is collected weekly and a statement will be provided to you. If a child is not in attendance on the day of the week that he/she has been scheduled to attend, the tuition remains the same for that week. **You are required to pay the fee even if your child does not attend due to sickness, holidays, school breaks or school closings**. There will be a $20 fee due, in cash, for any returned checks. In the event there are 2 returned checks at any time while enrolled in KCP, payment of cash or money order will only be accepted. Summer balance must be up to date to register for the upcoming fall session.

Canceling Enrollment

If a parent chooses to cancel enrollment, written notification must be given to the Lead Teacher two weeks in advance. You will be responsible for charges for two weeks after notification. Failure to provide a two notice will make your family unavailable for any future enrollment. Balance must be kept up to date.

Non-Payment of Tuition

In the event payment is not made after 3 weeks (2 weeks during summer programming), a child may be terminated from the program. If an additional week passes and if we still have not received payment, the child will be terminated and his/her name will be taken off the enrollment list. If you need a payment plan or are experiencing a hardship, please see the Coordinator.

Parent(s) Vacation

Each family is granted one week of vacation **after one full year enrollment** when a child is registered for KCP weekly, where no fee will be charged. The child **must not** be in attendance during this week. (**A year is defined as the twelve month period, starting from a child's initial enrollment date**). If a child is enrolled for five days per week then this translates into a five day vacation week. If a child is enrolled only three days per week, then a family is granted a three day vacation week. Vacation credits must be requested directly to the coordinator. Children that are enrolled in the Early Release Day Program only for the school year are not eligible for a summer vacation credit as they are not enrolled on a weekly basis year round.

Toilet Training

All students attending KCP must be toilet trained. All students must be able to communicate to staff that they need to use the restroom, and perform the necessary functions without adult

assistance; wear cloth underwear throughout the day. While we understand accidents will happen, "Accidents" by definition, are unusual incidents and should happen infrequently. When three or more accidents occur in one week's time, we will need to re-evaluate your child's enrollment.

Children with Disabilities

KCP will accept applications for any child with a disability and will provide appropriate services at our program, with reasonable accommodations, if any, that may include, but are not limited to:

- Any change or modification for the child to participate in the regular program activities.
- The size or age of the group which the child may be assigned to.
- Any special equipment, materials, ramps, or assistive equipment to assist the child in being successful in our program.

Each child will be considered on an individual basis and should enrollment of the student require accommodations that would cause an undue burden to the program or their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program, the parent will be provided in writing with the reasons for the decision not to enroll. "Fundamental alteration means: a change in the essential nature of a program or activity, or a cost that the local entity can demonstrate would result in an undue burden." Children in KCP should be able to function independently at the required ratio for their age group. KCP does not provide ongoing, continuous one-on-one care for a child with a disability in a small group setting.

PLAN FOR CHILD AFTER HOURS

The Killingly Childcare Programs closes at 5:30 p.m. for Goodyear, 5:45 for KCS and 6:00 for KMS/KIS (5:30 pm for summer session, school breaks and anytime full day childcare is offered) If, for any reason, a child cannot be picked up by designated closing time, he/she will be cared for by two (2) staff members or the program coordinator until you or your designated alternate pick-up adult arrives.

We ask that the parent notify the program that he/she will be late and the nature of the emergency situation. If a person is late more than twice, without a reasonable excuse, the child will be subject to dismissal from the program. If we are unable to reach you or your designees after reasonable efforts, we will assume that a crisis has taken place and contact the State Police for assistance.

When a child is picked up late, there will be a late fee imposed upon the parent responsible for tuition. The rates for such a fee will be as follows:

0-5 minutes $10.00

10-20 minutes $20.00

Each additional minute is $2.50 per minute.

DISCIPLINARY MEASURES

At the Killingly Childcare Program, discipline will be handled in a positive manner, which is consistent with the developmental needs of the individual child. Clear behavioral limits will be set and reasons for rules and regulations explained. We will encourage children to develop self-control and to handle conflicts in peaceful, effective ways. If necessary, a brief period called "time out" allows a child to reflect upon the negative behavior and to formulate, along with a staff's support, more appropriate forms of behavior. Subsequent behavioral issues may result in additional time outs, sitting out from activities, time in conference with the Lead Teacher, suspension from program or termination from program.

Occasionally, some children experience difficulty adhering to the rules of the program. If a child's problems or behaviors infringe on the safety of others, despite the efforts of the staff and other team members, the program reserves the right to expel the child from the program. **If, however, the child is physically abusive to staff or other children or if behavior requires direct staff support on a regular basis the expulsion will be effective immediately.**

Incident Reports:

An incident report will be completed for any behavior that infringes on staff and/or student safety or well-being. This incident report will require a parents/guardian's signature and will remain in the student's file. If a student receives 3 incident reports and the program has seen no change in behavior the child will be suspended from the program (length of suspension is on a case by case basis and dependent on the nature of incident and recommendation of program Coordinator and Lead teacher). Additional incident reports can result in additional suspensions or immediate termination from the program.

At the start of the school year and summer session, we review all school/program rules with children. On occasion, a child may tell us that he is no longer in school and does not have to comply with established rules of conduct. Please stress upon your child the importance of adhering to all school policies – regardless of the time and location of the activities as KCP utilizes school buildings.

BEHAVIOR EXPECTATIONS

- Respect peers and adults
- Respect personal property
- Self-control in individual and group situations
- Keep hands and feet to self

BEHAVIORS NOT TOLERATED

- Destruction of school or personal property
- Physical violence/Aggression towards staff or other children in the program
- Verbal or physical harassment (including racism, sexism, etc.)
- Verbal threats
- Inability to follow rules
- Disruptive/Unsafe Behavior
- Use of profanity, inappropriate talk or use of offensive gesture
- Spitting, biting, hitting or kicking
- Eloping from program
- Tantrums

PLAN FOR PARENT INVOLVEMENT

The Killingly Childcare Program will involve the parents of the children in our care in as many ways as possible. Partnerships should exist between program staff and families. Each must understand and reinforce the other if the children's interests are to be adequately addressed.

Morning/Evening Contact

It is the policy of the program to encourage all staff members to communicate with parents. The most natural time for friendly and informative communication is in the evening when a child leaves. It is during this time that parents and staff can discuss program activities and child and family needs.

Parent Bulletin Board

A bulletin board displays information, policies and notices which would be of interest to the parents. (Important information is sent home with children as needed.)

Parent Notices

During the school year notices will be sent to parents to keep them informed about program activities and policy changes. A complete book of “summer” activities and field trips will be distributed in June.

Family Events

Efforts will be made to involve parents with the extended activities of the programs. Activities might include: holiday parties, field days and children's presentations.

SOCIAL MEDIA/PARENT CONDUCT

Parents/Guardians may not publish to any other person or entity, in any public forum, including on social media, any defamatory, false, or disparaging remarks, comments or statements concerning the KCP Program, its business, or any of its children, families, employees, and/or administrators. Refusal to follow this may result in immediate termination from the program.

Individual and group photographs of children at the program may not be posted on social media. You may feel comfortable sharing photos of your own child but others may not feel the same.

While we understand that parents will not always agree with the employees of KCP or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. If a parent or family member displays inappropriate behavior, either physically, verbally or sexually, toward any staff member, child or parent, KCP has the right to

request that parent or family member discontinue pickup. Depending on the extent of the incident termination from the program could occur.

HEALTH POLICIES/PROCEDURES

Children who are not well enough to participate on an average busy day, at KCP, should remain at home under the care of a parent or other responsible adult. Children who become ill during program hours will be placed in isolation under the care of a staff member. Staff members will contact parent(s) to pick-up their child from the school under any of the below circumstances, but not limited to:

Fever of 100 degrees or higher	Diarrhea and/or vomiting	
Impetigo	Eye Infections	
Covid and/or Influenza	Head Lice	
Strep Throat	Chicken Pox	Unknown Rash

Coughs and colds can best be judged by parents or staff as to their severity and the necessary treatments and precautions where other students are in close contact; i.e., using tissues, extra hand washing, special seating arrangements, etc. However, if the child is so uncomfortable, contagious, or coughing so frequently that he/she is disturbing to others around him/her, he/she should remain at home.

Children enrolled in the program must be toilet trained. While we understand that an occasional accident may happen, we must also be aware of the health and safety of our children and staff.

SERIOUS INJURIES

Should a child receive a serious injury which requires medical treatment by a physician or other medical professionals, the appropriate medical designees will be contacted immediately. If transportation is needed in potentially life threatening situations, 911 will be notified to transport the child to an area medical facility. Parents will be contacted immediately following the contact of outside medical professionals.

In the case of non-life threatening injuries, the child's parent will be notified. Should the child's parent not be reached, the child's physician and or dentist will be consulted. If need be, the school physician will be consulted. Should outside medical treatment be needed, the child's parent or authorized adult will be contacted to transport the child to the appropriate medical facility.

NUTRITION

Breakfast - When school is in session, the K-4 children in the morning program are served breakfast by the KCS and KMS kitchen staff. Breakfast consists of a choice of cereal, bagel or muffin and juice and milk.

Snack - Daily at approximately 3:30 p.m. KCP provides a daily snack consistent with the USDA Snack Program.

Vacation Days Only

Lunch - You **must** send a lunch and drink with your child. The program has access to a cooler so lunches will not be spoiled. We ask that you **DO NOT** send candy or soda in your child's lunch or any food that needs to be heated.

Summer Days

Note: If your child is allergic to any food items, please make sure that you bring it to the attention of the staff.

CLOTHING & PERSONAL BELONGINGS

The children have an opportunity to go outside every day. Make sure all children have sneakers every day. Please send clothing appropriate for the weather. During the winter months, children must have a coat, hat, mittens and boots to go outside. During the summer months, please make sure to pack a change of clothes/appropriate bathing suit, sneakers and sunscreen.

Please label all of your child's personal belongings, especially his/her lunch boxes, backpacks and coats.

The program is **NOT** responsible for the children's personal belongings such as: toys, games, sport cards, electronics, etc. No personal electronics are permitted during program hours. **If your child comes to the program with a cell phone, electronic device or handheld game system they will remain in your child's bag at all times. KCP and its staff are not responsible for any lost, stolen, or broken devices as they are not permitted. Please discourage your child from bringing in anything that is not permitted.** KCP offers monitored electronic devices for program use.

COMPLAINT PROCEDURE

Most problems within a childcare center are non-life threatening and can be resolved by:

-Discussing the problem with the Lead Teacher.

-Discussing the problem with the Program Coordinator.

If the problem is not resolved, we may need to schedule a meeting with the Assistant Superintendent of Schools.

Thank you for sharing your child(ren) with us!

KCP
Killingly Childcare Program

STUDENT/PARENT HANDBOOK RECEIPT Summer 2026 and SY 26/27

Each parent/guardian must review the parent handbook. Policies are often modified and new ones added to reflect changes in local board of education policy or Connecticut State Statutes. This form will remain in your child's file as confirmation of programs policies and procedures including those for managing child behaviors and disciplinary actions.

I,_____, the parent/guardian of _____ have reviewed the Student/Parent Handbook and I understand and accept the policies and procedures set forth in the handbook and I have thoroughly reviewed the program's discipline policy.

Parent/Guardian Signature: _____ Date:_____

PLEASE RETURN THE COMPLETED FORM TO A

PROGRAM STAFF MEMBER

THE PARENT HANDBOOK IS AVAILABLE ONLINE

The Parent Handbook is written in English. Translations are available if requested.

If you would like any part of the handbook translated, please call 860-779-6773.

www.killinglyschools.org/department/killingly-childcare-program