

Farmington Extended Care & Learning



Farmington Extended Care & Learning

2023-2024
Parent Handbook

Farmington Public Schools

Dear Parents:

Welcome to EXCL! If you are a new family just joining us, or returning for another year, we look forward to serving you.

Please take some time and read through this Parent Handbook. You will find important information about our programs and their policies, you can also call us with any questions you may have at (860) 404-0112, press # 0. The main office for Farmington Extended Care & Learning is located at 1 Depot Place in Unionville and is open from 8:30am – 4:30pm Monday through Friday.

We recognize and appreciate the fact that you have entrusted us, Farmington Extended Care & Learning, with the safety and well-being of your children. We will work hard every day to provide high quality services for all of the families in our programs. From preschool to before school to after school and intramurals, as well as summer and vacation camps, Farmington Extended Care & Learning strives to provide safe, positive, enriching experiences for children throughout the year.

Sincerely,

Bryan Zerio

Director, Farmington Extended Care & Learning

“It is the policy of the Farmington Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and or physical disability.”

The registration packet and registration fees must be handed in 48 hours before a child can attend the program. Payment should be made by check or money order payable to Farmington EXCL.

****December, April, and June are prorated months due to a shortened school month.****

I. PROGRAM DESCRIPTION

The Farmington Extended Care & Learning (EXCL) provides quality programs to Farmington preschool, elementary, and upper elementary school students. It is integrated into the Farmington Public Schools to promote a seamless continuum of educational experiences for children. Our services are offered in all four elementary schools, West Woods Upper Elementary School and at Irving A. Robbins Middle School, where one of the Farmington Collaborative Preschool classrooms is located. Our goal is to provide a fun, safe and enriching environment for every child registered in the program. Through our curriculum and planned activities, we allow and encourage children to increase their cognitive abilities, foster positive self-esteem, develop team spirit with a sense of cooperation and fair play, and enhance their physical development through challenging games and skill instruction.

The EXCL program offers a varied curriculum to our students. EXCL teachers plan a variety of daily activities for the children that attend. Activity themes range from arts and crafts projects, to educational activities designed to enhance what a child may be learning during his/her school day. The curriculum also allows children to make age appropriate choices in their Activity Clubs. For example, during club activities, children may work on producing a play that they have written themselves, sanding and painting a woodworking project, or sewing tote bags and useful household items. We also offer the “traditional” board games, crafts, and table activities that children may select on their own.

The safety of the children is paramount in the EXCL program. Through various policies and procedures, the EXCL administration and staff provide a safe and secure environment in which children can grow and learn. We routinely practice fire and secure building drills, as well as review children’s files for accurate information. It is imperative that children are released to only authorize individuals at the end of each day. Toward this end, we routinely ask for picture identification from anyone picking up a child. This includes parents during the first few days of enrollment!

The EXCL program is committed to continuous improvement and to offer each child the highest quality services available. We remain current with the latest research on appropriate and successful school age care programs, as well as listen to the feedback from our students, parents, and staff on how our program is progressing. The opinions of our parents and students are the most accurate barometer on the success of our program. We encourage parents/guardians of children enrolled in our program to please share thoughts, opinions, and ideas on ways in which we can improve our services.

II. DIRECTORY OF SERVICES

OFFICE:

Bryan Zerio, Director.....860-404-0112 ext. 7073

Amanda Michaud, Coordinator.....860-404-0112 ext. 7078

Brenda Peterson, Account Supervisor.....860-404-0112 ext. 7071

Farmington Extended Care & Learning

1 Depot Place

Unionville, CT 06085

Phone: (860) 404-0112 Press #0

Fax: (860) 404-0294

Office Hours: Monday - Friday, except holidays, 8:30am – 4:30pm

OPERATING SITES:

ALL operating sites - (860) 404-0112

East Farms Elementary School – EXCL (ext. 3132)

Noah Wallace Elementary School - FCP/EXCL (ext. 3207)

West District Elementary School - FCP/EXCL (ext. 3444)

Union Elementary School - FCP/EXCL (ext. 3320)

West Woods Upper Elementary School – EXCL (4000)

Irving A. Robbins Middle School – FCP (ext. 5814)

HOURS OF OPERATION:

Monday through Friday, when public school is in session:

Before School Program..... 7:00am - 8:30am

After School Program.....3:15pm - 6:00pm

FULL DAY Preschool Program..... 7:00am - 5:00pm

Snow Day Program..... 8:00am - 5:00pm

NON-DISCRIMINATORY POLICY

The Farmington Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

Questions concerning Title VI or Title IX compliance should be directed to:

Kim Wynne

1 Monteith Drive

Farmington, CT06032

860) 673-8270

Questions concerning Section 504 compliance should be directed to:

Seamus Cullinan

1 Monteith Drive

Farmington, CT06032

(860) 677-1791

III. **PUBLIC SCHOOL HOLIDAYS AND VACATIONS**

Farmington Extended Care & Learning (EXCL) will be **OPEN** Monday through Friday, following the Farmington Public Schools 2023-2024 calendar:

August 28th First Day of School

****September 1st.....3:30pm Closing for EXCL staff Professional Development**

September 4th..... Labor Day - CLOSED

September 25th* Yom Kippur

October 9th*Indigenous People's Day/Italian American Heritage Day*

October 10th*Teacher Professional Development Day

November 7th*Teacher Professional Development Day (Election Day)

November 22nd..... **3:00pm** Closing for Thanksgiving Recess

November 23 & 24..... Thanksgiving Recess - CLOSED

December 26– January 1st..... Holiday Recess

January 15*Martin Luther King, Jr. Day

February 19 & 20*Winter Recess & Presidents Day

****March 8th.....3:30pm Closing for EXCL staff Professional Development**

March 29th.....Good Friday- CLOSED

April 8-12.....Spring Recess

May 27.....Memorial Day - CLOSED

June 5 Tentative Last Day for Students

****Early Dismissal Day- EXCL will be open 1:15-3:30pm, Closing at 3:30pm for EXCL Staff Development**

*** Full Day program available**

EXCL WILL CLOSE AT 3:00pm ON THE FOLLOWING DAYS:

November 22, 2023 - Day before Thanksgiving

EXCL WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

Labor Day - September 2, 2023

Thanksgiving - November 23, 2023

The day after Thanksgiving - November 24, 2023

December 25, 2023- Christmas Day

January 1st, 2024- New Years Day

Memorial Day - May 27, 2024

When the Farmington Public Schools are closed for individual holidays and for public school vacation weeks, programs for FULL DAY EXCL preschool students will be combined at select schools.

INDIVIDUAL HOLIDAYS:

Sign-up sheets will be available at all preschool locations at least two weeks in advance of individual holidays.

Noah Wallace and East Farms EXCL will be held at Noah Wallace Elementary School.

West District and Union EXCL will be held at West District Elementary School.

West Woods EXCL will be held at Woods Upper Elementary School

Depending on enrollment and school maintenance, EXCL administration may combine all sites to one location

SCHOOL RECESS WEEKS:

During school recess weeks, students may attend the Extended Care & Learning (EXCL) "Vacation Camp" program at a rate of **\$55.00 a day**. Vacation reservation forms will be available at all EXCL locations at least two weeks in advance of vacation weeks. **You must sign up your child in advance, or, your child will not be accepted into the program. Staffing, snack, field trips and supplies are all arranged in advance. We cannot make any exceptions! Please remember to pack a cold lunch for your child as kitchen use is extremely limited.**

Holiday Vacation Camp Week:

All sites..... Location TBD

Spring Vacation Camp Week:

All sites..... Location TBD

Depending on enrollment and school maintenance, EXCL administration may combine all sites to one location

ENROLLMENT

Farmington Public Schools Extended Care & Learning encourages the attendance by children of diverse backgrounds. We do not discriminate on the basis of race, sex, disability, religion, color, creed, national origin or ethnic background. Any child eligible to attend a Farmington Public School is eligible for enrollment.

IV. REGISTRATION PROCEDURES

Registration will only be accepted for tuition accounts that are in good standing. The registration paperwork is with this Parent Handbook. When completed it should be mailed, along with the registration fee & your first months tuition, to the EXCL office. Please keep the rest of the Parent Handbook for your records. A child **IS** enrolled in EXCL when all the required paperwork and registration fees are submitted to the EXCL office, and any prior account is paid in full. Upon receipt, our office will send you a tuition agreement form verifying your child's tuition amount. All policies and procedures contained within the Parent Handbook are said to be effective and enforceable when a child is officially registered. **All registration and tuition fees are non-refundable.**

Parents wishing to withdraw their child from the program must give at least **two weeks' prior written notice. If notification is not received the child's account will continue to automatically accrue tuition due.*

V. RELEASE OF EXCL STUDENT AND FINANCIAL RECORDS

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

VI. TUITION

Tuition fees are noted on the enclosed school year tuition sheets. All tuition is calculated on a monthly basis, however parents have the option to pay monthly or four times (weekly) per month, in equal installments. Tuition includes any additional charges for delayed openings and early dismissal days (except vacation weeks and summer camp), as long as the child normally attends on the days and times affected. Minor holidays and teacher professional/workshop days are included as a part of the tuition fees as long as the child normally attends on the days affected, and have been signed-up in advance to attend a full day program. **Due to the significant problem of families signing up for full day programs and then not actually attending, an additional fee of \$55.00 will be assessed to any child's account who is signed up for a full day program and does not attend. This fee may be waived for extenuating circumstances.** It is imperative that you sign up your children for the full-day programs in advance. Please do not attempt to just 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 will not be able to accept your child/children. Additional fees will be charged for any student utilizing services not originally enrolled.

PAYMENT SCHEDULE:

- **When paying monthly, one check for the entire monthly amount is due by the first (1st) of each month prior to receiving services.**
- **If parents elect to pay tuition four times per month, four equal payments totaling the entire monthly tuition must be submitted weekly and prior to the last day of each month.**
- **An additional fee will be charged for a student that attends an EXCL morning program on a delayed opening day, when they normally only attend EXCL After School.**

Parents wishing to make changes to the services they are using must give two weeks' prior written notice. If notification is not received, schedule changes cannot be made and the child's account will continue to accrue tuition due. Tuition and registration payments must be made by check or money order, payable to "Farmington EXCL". Postdated checks cannot be accepted.

Parents accepting tuition assistance remain responsible for paying any and all tuition not reimbursed to EXCL at the end of each month their children are enrolled.

For your convenience, tuition drop boxes are located at each EXCL site, near the sign in/out sheets. Please do not mail your payments or bring them to the main office. The Farmington Extended Care & Learning 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 vacation or holidays that fall within a normal school week.

VII. ADDITIONAL CARE

Additional care will be granted on a first come, first served, space available basis. **Site Supervisors must approve any requested additional care time in advance of the day the care is needed.** An additional fee, paid in advance, will be charged for any additional care. Tuition rates for additional care are listed on the School Year Tuition sheet.

VIII. EARLY DROP OFF / LATE PICK UP FEES

The EXCL program cannot be responsible for children dropped off before 7:00am as staff is not on duty. Late pickups 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 7:00am or picked up after 6:00pm. Parents will receive a written invoice detailing any fees incurred for early drop off or late pickup care. Please pay the invoiced amount by check to the Farmington Extended Care & Learning. Continued early drop-off/late pick-up may require a parent conference with the Site Supervisor and program director to discuss the situation and impact on the program.

IX. RETURNED CHECKS / LATE PAYMENTS

There will be a \$25.00 charge assessed for all checks returned for insufficient funds. If checks are returned repeatedly, EXCL will require cash/certified checks/money orders for all future payments. Tuition payments are due in accordance with the payment schedule selected by parents. **A late fee of \$30.00 will automatically be charged for each month that tuition is not paid in full.** Enrollment may be terminated for delinquent tuition payments.

X. ATTENDANCE

Keeping accurate attendance records is a very large part of our security procedures. If your child will not be in EXCL on a day when he/she is normally scheduled to attend, please contact the Site Supervisor by 2:00pm. If your child will be taking the bus home or will be picked up from school instead of coming to EXCL, please send a note to the Site Supervisor 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 EXCL as scheduled.

To ensure adequate staffing, children must be signed up IN ADVANCE of school holidays and vacation weeks. If after signing up for a school holiday or vacation week you decide to not have your child attend, please call the site to have your child removed from the attendance list. A sign-up notice will be posted at least two weeks in advance of a holiday or vacation period. **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.

XI. CLOTHING

Please send appropriate clothing for weather conditions. We will try to go outside, weather permitting, each day. 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. Please label all of your child's clothing. Each year we have a huge pile of unclaimed clothing and accessories in the "Lost and Found" bin. Administration and staff are not responsible for lost or stolen articles of clothing, accessories, or personal items.

XII. FIELD TRIPS

Occasionally, during school holidays or vacations, EXCL children will have the opportunity to attend a field trip. Each trip is carefully planned to include all the children. If a trip is planned, you will receive a "Field Trip Permission Slip" in advance of the trip's date. Every child will need a completed permission slip, and updated emergency information in order to attend. Depending on the nature of the trip, we may ask parents to contribute to the overall costs for admission or lunch. If this is the case, we can only accept payments by check, and parents will be notified of the cost on the "Field Trip Permission Slip".

Children must arrive at EXCL 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. An EXCL student may lose the privilege of attending a field trip due to disruptive or dangerous behavior, either on previous trips or during previous EXCL 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 parents to make alternate child care arrangements if a child is suspended from a field trip.

XIII. LUNCH AND SNACKS

Every child enrolled in After School programs will be offered a snack each day. A snack menu will be posted for parents, and copies will be made available at a parent's request. Please note that the menu will be revised from time to time due to shipping or vendor limitations. Our current snack menu has been carefully planned to offer choices and to avoid common allergies (peanuts etc.). Our program provides snacks that are prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child Adult Care Food Program (CACFP) guidelines. **Please speak to the EXCL Site Supervisor if your child has an identified food allergy.**

During school vacations and holidays, the school kitchens will be closed. On these days, children will need to bring a nutritious lunch from home. Please do not send foods that need to be reheated, or refrigerated, as kitchen use will be extremely limited. Children will receive two snacks per day when attending full day care on a school holiday or vacation.

EXCL does **NOT** provide breakfast foods or drinks in the Before School program. If children bring in food from home in the morning, they will be allowed to eat at a designated table. Staff will be available to assist children, but will not be able to heat anything brought from home.

WE ARE A NUT FREE PROGRAM, so please refrain from packing any type of nut products for snacks or lunches.

XIV. ITEMS FROM HOME

Please do not allow children to bring in toys or electronic devices (i.e., stuffed animals, cell phones, and hand held devices etc.) from home. Our staff cannot be responsible for any lost, stolen, broken toys or electronic devices.

XV. ADMINISTRATIVE / TEACHING STAFF

Farmington EXCL personnel undergo an extensive background check. They submit their fingerprints to the Farmington Police Department for a federal and state screening process. During the hiring process, each applicant must supply at least three personal and professional references as to his/her experience and character. All senior staff are trained in CPR and First Aid, (excluding student interns) and are given the opportunity to attend professional workshops and training seminars offered by Farmington Public Schools, Extended Care & Learning personnel, and outside agencies. We are very proud of the caliber of professionals that work with EXCL children. We strive to hire only the most qualified and experienced applicants. Our EXCL teachers have either prior teaching/coaching/counselor experience, and/or undergraduate and graduate degrees. Each EXCL teacher must prepare lesson plans, and meet with his/her Site Supervisor for monthly meetings.

XVI. 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 by an authorized adult, over 18 years of age. 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 EXCL Site Supervisor. In some circumstances, we may require a copy of a court order or legal paperwork to alter pick up arrangements.

DOOR HOLDING:

We ask that parents respect EXCL's strict security policies, in line with the Farmington Public Schools security policies, and DO NOT hold the door open or open the door for any other family. It is important that each person entering the building is screened by an EXCL staff member to ensure the utmost security for the children and staff in the building.

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.

***Please keep all contact telephone numbers, addresses and emergency information current on your child's EXCL file and with your homeschool 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:

The Farmington Public Schools maintain secure buildings at all times (all doors are locked). Please use the designated entry and exit doors to drop off or pick up your child. At pick up time please use the schools buzz-in system when entering the school. While it may take more time, by locking all the doors but one or two it will help to eliminate strangers from entering our buildings. All EXCL staff are trained to stop any adult in the building that they do not recognize and ask to see identification.

We will, from time to time, have secure building and fire drills during EXCL hours to practice emergency procedures and evacuation routes. These will be done in a manner consistent with the public school procedures. Please inform EXCL staff immediately if you are concerned about strangers, or any unsafe condition, in or near the school.

ALL FARMINGTON EXTENDED CARE & LEARNING PERSONNEL ARE MANDATED REPORTERS OF SUSPECTED CHILD ABUSE AND/OR NEGLECT.

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.

Any child receiving regular medication, or with an identified medical condition must have a copy of their doctor's orders on file with the School Nurse and EXCL. Any child required to take a prescription medication shall inform the school nurse and EXCL office. The EXCL program will follow all school and board policies on the administration of medications. EXCL personnel are trained in CPR and basic First Aid. EXCL staff is 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. The EXCL nurse may dispense certain over the counter medication with written permission from a parent and MD order. In the event of a minor accident or injury, staff will apply ice and basic dressings. EXCL Site Supervisors are also trained to administer prescribed oral medication. Parents will receive a copy of an accident/injury report from the Site Supervisor, detailing what occurred. If a child develops any of the following symptoms or conditions, a parent will be called and asked to come and pick up the child as quickly as possible: A fever of 100.4 degrees or higher, vomiting or diarrhea, an accident requiring additional medical attention, lethargy, and school nurse identified lice, or rash. If you are unable to come quickly, we will be happy to also contact an emergency notification person from your child's file. Parents will receive a copy of an incident report detailing their child's health concerns. If a child is sent home ill with one of the above mentioned conditions, parents are asked not to return their child to EXCL for a minimum of 24 hours, or until given proper clearance by a physician. In the case of a serious illness or accident, the Site Supervisor will call 911 and the parents will be notified as soon as possible.

XVII. STUDENT BEHAVIOR RESPONSIBILITIES

All students will be held accountable for maintaining appropriate behaviors while in the EXCL program.

Each EXCL program adheres to the individual school rules in which it is located, and the Farmington Board of Education Policy on Student Conduct and Discipline. If a child has been given an in or out of school suspension or expelled from the Farmington Public Schools, they will not be able to attend any Farmington

EXCL programs and/ or activities until the end of their school suspension/expulsion. Any pre-paid EXCL tuition will be refunded in this case.

Important information for Kindergarten participants:

Usually children adjust to routines quickly; however, it is not unusual for some Kindergarten students to have longer periods of adjustment. In an attempt to meet your child's needs, in these cases, the Site Supervisor will arrange for a parent meeting to discuss the situation.

Common points of discussion include:

- How does your child feel about attending EXCL?
- How is your child's sleep routine?
- How is your child's diet?
- When was the last time your child visited the pediatrician?
- Are there any known allergies or special needs involved?
- How does your child play with friends?
- Have you considered reducing the number of hours per week your child is in EXCL?
- Have you considered alternative childcare arrangements that may better serve your Kindergarten child outside of school hours? (i.e. smaller setting, in-home daycare).

All children in EXCL programs need to be toilet trained. "Toilet trained" means that a child can indicate a need to use the bathroom and manage their bathroom needs independently so that they stay dry all day. Although accidents do happen any child who has frequent accidents will be asked to leave the program.

EXCL students are expected to conduct themselves with courtesy, cooperation, and respect for fellow students and teachers. In the event of disruptive or harmful behavior, the Site Supervisor 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, exiting the program space unattended and/or building may result in suspension from the program. A second incident of disruptive, harmful or inappropriate behavior will result in a one-week suspension from all EXCL programs or, depending on the severity of the incident, expulsion from the program. Continued incidents may result in program expulsion.*** The Site Supervisor, or designee, has the authority to immediately remove a child from program activities for inappropriate behavior. In this event parents will be called to immediately pick up the child.

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

XVIII. COMMUNICATION WITH PARENTS

Open communication between parents, EXCL teaching staff, and Administration is very important to a successful program. At each site a communication notebook is available to parents for written notes back and forth between parents and staff. Should more private communication be needed, parents are always welcome to telephone the site directly, email or leave a note for the Site Supervisor, or call the EXCL office. Parents will also receive newsletters from the EXCL Director and Coordinator with system-wide updates and reminders. To encourage open communication between parents and EXCL staff, a Staff Board is available to parents, with

pictures and biographies of each staff person at that site. A Parent Board is also available, with updated policies, reminders, and general information for parents.

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

XIX. HOMEWORK CLUB

EXCL provides a homework setting for students each day; however, this does not involve tutorial services. EXCL provides a quiet, supervised homework/study area Monday through Thursday. Typically, homework time is scheduled for forty-five minutes each day. During this time, children may work on assigned homework or his/her daily reading requirement. Please remind your child that Homework Club is for study, and is not an opportunity for socialization. **Children should come to Homework Club prepared, with sharpened pencils, paper, rulers, or other items that will be needed to satisfactorily complete the assignment.** Children may be asked to leave Homework Club for disruptive behavior. EXCL staff will assist children with understanding their homework assignments. If a child has a great deal of difficulty, a note will go home to parents and to the classroom teacher, asking for further clarification and assistance with the assignment.

XX. SNOW DAY POLICY

The Snow Day fee is in addition to any other normal EXCL program fees, as a snow day is considered an additional day of service. Please note that the June EXCL rates will stay unchanged even though snow days may affect the total number of days of service received in June.

The SNOW DAY Program enrollment will be accessible for parents via Google Sign up. In order to attend on snow days, families need to pre-register for this program. Additional information concerning snow days fees will be released at a later time based on Farmington Public Schools decision on inclement weather and use of traditional or remote learning.

SNOW DAY FEE: \$55.00 /CHILD PER DAY Payment must be provided at drop off. Hours of operation on Snow days will be 8:00-5:00 pm

We recognize a parent's need for child care services, therefore, in all but the most extreme weather conditions, EXCL will attempt to remain open. This is regardless of the conditions posted for the Farmington Public Schools. If it is decided that EXCL must close for the day, or will be delayed in opening, a separate announcement will be made on the radio and television that specifies "Farmington EXCL". The announcement will also appear on the Farmington Public Schools' website, www.fpsct.org.

Please listen to the following stations for delays and/or closings:

TELEVISION:

WVIT CH 30, WFSB CH 3

RADIO:

WTIC AM 1080, WDRC AM 1360, WRCH FM 100.5, WTIC FM 96.5, WDRC FM 102.9

In the case that Farmington Public Schools are closed due to weather, EXCL programs still remain open. **ONE school location will remain open. On declared snow days, Noah Wallace EXCL will remain open for**

Farmington EXCL students enrolled into the Snow Day Program. If weather conditions worsen during the day, upon authorization from the Superintendent and the Program Director, EXCL 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 classes entirely, is always made with the safety of the children, parents and staff in mind. **If your child must attend EXCL on a snow day, please remember to pack a lunch as the cafeteria will be closed.** Please bring a check for payment of the snow day when you drop off at Noah Wallace.

XXI. PAY-TO-PARTICIPATE INTRAMURAL PROGRAMS

Farmington EXCL administers the pay-to-participate sports intramural programs for elementary and upper elementary students each year. Experienced physical education professionals, in many cases the P.E. teachers themselves within the district, are contracted to coach the educational before and after school sports/fitness programs. Registration information and schedules are available in September at individual schools as well as online at www.fpsct.org.

XXII. POLICY CHANGES

Parents will be notified in the event of a change in policy. Farmington Public Schools and Farmington Extended Care & Learning reserve the right to change policies or procedures to protect the interest of the children, its staff, and the program.

XXIII. VOLUNTEERS

There is a new process for signing up to be a volunteer and some additional requirements if a volunteer falls within the definition for Group II volunteers.

Volunteers that will be classified as **Group I** assist school staff members with school activities in the presence of Farmington Public Schools employees. Group I volunteers must adhere to a volunteer sign up procedure, but are not required to have a Background Check.

Volunteers will be classified in **Group II** when they provide services to students when not in the direct presence of a Farmington Public Schools employee. Group II volunteers will be required to adhere to a volunteer sign up procedure and complete a consent form regarding the release of information for a Background Check as well as a Department of Children and Families (DCF) Abuse and Neglect Registry prior to volunteering.

The registration packet and registration fees must be handed in 48 hours before a child can attend the program. Payment should be made by check or money order payable to Farmington EXCL.
****December, April, and June are prorated months due to a shortened school month.****

FARMINGTON EXTENDED CARE & LEARNING

2023-2024 School Year Tuition

Tuition is due before services are provided on a monthly basis per child. To accommodate the needs of our families, tuition may be paid once per month, or four times per month in equal installments. Tuition includes any additional charges for early dismissal days, and school holidays (except snow days and vacation camps), as long as the child normally attends on the days and times affected. Vacation Camp and Summer Camp are offered at additional cost. **Fees cannot be prorated for holidays, illness or personal vacations. Tuition and registration are non-refundable.**

THREE DAY PROGRAMS

	Before School	After School	Before & After School
August	\$37	\$50	\$71
September	\$187	\$251	\$358
October	\$187	\$251	\$358
November	\$187	\$251	\$358
December	\$147	\$204	\$273
January	\$187	\$251	\$358
February	\$187	\$251	\$358
March	\$187	\$251	\$358
April	\$187	\$204	\$273
May	\$187	\$251	\$358
June	\$28	\$38	\$53

FIVE DAY PROGRAMS

	Before School	After School	Before & After School
August	\$45	\$65	\$87
September	\$228	\$330	\$439
October	\$228	\$330	\$439
November	\$228	\$330	\$439
December	\$180	\$250	\$337
January	\$228	\$330	\$439
February	\$228	\$330	\$439
March	\$228	\$330	\$439
April	\$180	\$250	\$339
May	\$228	\$330	\$439
June	\$34	\$49	\$65

*Annual Registration Fee: **\$40.00 per family***

Extra Care Before School or After School: \$30 day per day for students who attend weekly 3 or 5 days

Extra Care Before School or After School: \$45 day per day for "AS NEEDED" Students

Extra Full Day Care & Snow day: \$55