Farmington Extended Care & Learning

Farmington Extended Care & Learning

"Before & After School, Fulldays & Camps"

2026-2027
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 8:30 am – 4:30 pm 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 Learning Department

Amanda Michaud
Coordinator, 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, gender identity or expression, past/present history of mental disorder, learning disability and/ or physical disability or any other characteristic protected by law."

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

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 who attend. Activity themes range from arts and crafts projects to educational activities designed to enhance what a child may be learning during their 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 only to authorized 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 offering 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 of 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
Constance Rogala, Early Childhood Coordinator……860-404-0112 ext. 7079
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)

PROGRAMS AND HOURS OF OPERATION:

Monday through Friday, when public school is in session:
Before School Program..... 7:00am - 8:30am
Delayed Openings due to Inclement weather (60m, 90m, or 2h), all sites will open at 8:00am
After School Program.....3:20pm - 6:00pm
FULL DAY Preschool Program..... 7:00am - 5:00pm
Inclement Weather Program/Full Day Programs…… 8:00am - 5:00pm

NON-DISCRIMINATION POLICY

The Farmington Board of Education prohibits any form of discrimination on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law, except in the case of a bona fide occupational qualification.

Questions concerning Title VI or Title IX compliance should be directed to:
Assistant Superintendent, Office of Curriculum
1 Monteith Drive
Farmington, CT 06032
860) 673-8270

Questions concerning Section 504 compliance should be directed to:
Director of Special Services
1 Monteith Drive
Farmington, CT 06032
(860) 677-1791

III. PUBLIC SCHOOL HOLIDAYS AND VACATIONS

Farmington Collaborative Preschool will be **OPEN** Monday through Friday, following the Farmington Public Schools 2026-2027 calendar:

August 31st -First Day of School
September 7th-Labor Day - CLOSED
*September 21st-Yom Kippur
****October 2nd-3:30 pm Closing for EXCL staff PD**
*October 12th- Indigenous Peoples' Day/Italian American Heritage Day
*October 13th-Teacher PD Day
*November 3rd-Teacher PD Day (Election Day)
November 25th- **3 pm** Closing for Thanksgiving Recess
November 26 & 27-Thanksgiving Recess CLOSED

Dec. 24– Jan. 1st- Holiday Recess
*January 18th-Martin Luther King, Jr. Day
*February 15 & 16-Winter Recess & Presidents Day
****March 5th- 3:30 pm Closing for EXCL staff PD**
*March 9th-Eid al Fitr
March 26th-Good Friday- CLOSED
April 12-16th.-Spring Recess
May 31- Memorial Day - CLOSED
June 11th -*Tentative* Last Day for Students

****Early Dismissal Day- Closing at 3:30 pm for EXCL Staff Development**
**** Full Day program available for a fee and will require enrollment via Google Forms***

EXCL WILL CLOSE AT 3 pm ON THE FOLLOWING DAYS:
November 25, 2026 - Day before Thanksgiving
December 24, 2026- Christmas Eve
December 31, 2026- New Year's Eve

EXCL WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:
Labor Day - September 7, 2026
Thanksgiving - November 26, 2026
The day after Thanksgiving - November 27, 2026
Christmas Day- December 25, 2026
New Year's Day- January 1st, 2027
Good Friday- March 26th, 2027
Memorial Day - May 31, 2027

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.
*Full days and vacation camp location will be communicated when enrollment opens
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 **$64.00 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, snacks, field trip,s 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 & Spring Vacation Camp Week:
All sites..... Location TBD
Depending on enrollment and school maintenance, EXCL administration may combine all sites to one location

IV. ENROLLMENT AND REGISTRATION PROCEDURES

Farmington Public Schools Extended Care & Learning encourages the attendance of children of diverse backgrounds. Any child eligible to attend a Farmington Public School is eligible for enrollment.

Registration will only be accepted for tuition accounts that are in good standing. The registration paperwork is included with this Parent Handbook and can also be obtained by contacting the EXCL Main office. When completed, the registration paperwork must be mailed, along with the registration fee & your first month's 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 effective and enforceable when a child is enrolled. **All registration and tuition fees are non-refundable.**

The registration packet and registration fees must be handed in 48 hours before a child can attend the program. Payments should be made by check or money order payable to Farmington EXCL. **Weeks are prorated tuition based on the program schedule enrolled in. i.e. 3 Before, 5 After, ect.**

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. STUDENTS WITH SPECIAL NEEDS

The Farmington Board of Education and EXCL program prohibit discrimination on the basis of disability and any other protected class. For resident children eligible under the Individuals with Disabilities Act ("IDEA") or section 504 of the Rehabilitation Act ("Section 504"), EXCL staff shall communicate and/or meet with the child's parent/guardian to discuss and/or review necessary accommodations, if any, and ensure compliance with applicable law.

VI. RELEASE OF EXCL STUDENT AND FINANCIAL RECORDS

Farmington Extended Care & Learning will only release information to the parent/ guardian who signs the enrollment forms and tuition fee agreement. These documents represent contracts between Farmington Extended Care & Learning and 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 the custodial parent/guardian.

VII. TUITION

Tuition fees are outlined on the enclosed school-year tuition sheet (located on the last page of the handbook or enrollment forms). **Monthly tuition is based solely on the scheduled 180 school days and follows the FPS District School Calendar.** While tuition is calculated according to your child's weekly schedule and enrolled program, families may choose to pay either weekly or monthly throughout the year.

Please note that EXCL offers optional full-day care on scheduled no-school days and professional development (PD) days, available through a separate Google Form sign-up for an additional fee. Monthly tuition does include coverage for early dismissal days, provided your child is regularly scheduled to attend during those times.

Inclement Weather Program, Vacation Camps, Full Day Programs, and Summer Camp are offered at additional cost. **Fees cannot be prorated for holidays, illness, or personal vacations. Tuition and registration are non-refundable. An additional fee will be charged for a student who attends an EXCL morning program on a delayed opening day, when they normally only attend EXCL After School.**

Due to the significant problem of families signing up for Full Day Programs and then not actually attending, an additional fee of $64.00 per day 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 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:

A. **When paying monthly, one check for the entire monthly amount is due by the first (1st) of each month prior to receiving services.**
B. **If families elect to pay tuition weekly, tuition payments per week must be submitted weekly and prior to the last day of each week.**

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.

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.

EXCL FINANCIAL ASSISTANCE PROGRAM

- EXCL Financial Assistance will be awarded on a first come, first basis and is based on needs and available funding. In the previous school year, the Extended Care & Learning Program awarded over $22,000 to families.
- EXCL Financial Assistance is based on the National Poverty Level. If qualifications are met, applicants may receive a reduction of 25% or 50% towards their monthly EXCL tuition rate
- Families applying for Financial Assistance must submit **new documents for each school year**
- Families accepting tuition assistance remain responsible for paying any and all remaining tuition not covered by Financial Assistance to EXCL at the end of each month their children are enrolled.
- The tuition and fees for August, June, full days, vacation camp, Inclement Weather Program, and Summer Camp are not eligible for Financial Assistance

VIII. ADDITIONAL CARE

Additional care will be granted on a first come, first served, space available basis. Additional care includes any child care offered by EXCL that is requested in addition to care that the individual student was registered for when the child was enrolled. **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 in this Handbook.

X. EARLY DROP OFF / LATE PICK UP FEES

The EXCL program cannot be responsible for children dropped off before 7:00am, as staff are 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.

X. 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 on the 15th for each month that tuition is not paid in full**. Enrollment may be terminated for delinquent tuition payments.

XI. 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 the child is normally scheduled to attend, please contact the Site Supervisor by 2:00 pm. 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 the child is registered.

XII. CLOTHING

Please send appropriate clothing for the 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.

XIII. 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 not permitted to attend a field trip.

XIV. 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.

XV. ITEMS FROM HOME

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

XVI. ADMINISTRATIVE / TEACHING STAFF

Farmington EXCL personnel undergo an extensive background check, in accordance with Farmington Board of Education policies. 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 their 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 who work with EXCL children. We strive to hire only the most qualified and experienced applicants. Each EXCL teacher must prepare lesson plans and meet with their Site Supervisor for monthly meetings.

XVII. SAFETY PROCEDURES

Please read the following safety procedures very carefully. We take our obligation to safeguard the children enrolled in our program very seriously. We recognize that some of the procedures 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 ID. 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 procedures, in line with the Farmington Board of Education security policies and procedures, 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 home school 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 school's 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 whom 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 AND ARE REQUIRED TO COMPLY WITH STATE LAW AND FARMINGTON BOARD OF EDUCATION POLICIES AND PROCEDURES IN THIS REGARD.

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 the child's 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 the doctor's orders. The EXCL nurse may dispense certain over-the-counter medications with written permission from a parent and an 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. In the event of an injury or other medical issue, 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. 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.

XVIII. 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 5131, Student Discipline, accessible at

CLICK HERE FOR LINK

If a child has been given an in or out of school suspension or expelled from the Farmington Public Schools, they will not be permitted 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 your child's adjustment to the program.

All children in EXCL programs must 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, a parent/guardian meeting will be held for any child who has frequent accidents. A child who has frequent accidents may 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 removal from all EXCL programs or, depending on the severity of the incident, removal from the program. Continued incidents may result in removal from the program.*** 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. Any restrictions or removal from the program shall only be made in accordance with state and federal law.

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

XIX. COMMUNICATION WITH PARENTS

Open communication between parents, EXCL teaching staff, and Administration is very important to a successful program. Should more private communication be needed, parents are always welcome to telephone the site directly, emai,l 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.

XX. 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 their 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 the 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.

XXI. INCLEMENT WEATHER PROGRAM POLICY & DELAYED OPENINGS

The Inclement Weather Program fee is in addition to any other normal EXCL program fees, as a snow day or inclement weather school closure 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 Inclement Weather Program enrollment will be accessible for parents via Google Sign Up. To attend on snow days or inclement weather school closures, families need to pre-register for this program.

INCLEMENT WEATHER FEE: $64.00 /CHILD PER DAY Payment by check 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 childcare 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, Parent Square, or email connected to your PowerSchool accounts.

Please listen to the following stations for delays and/or closings:
TELEVISION: WVIT CH 30, WFSB CH 3

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, West Woods EXCL will remain open for Farmington EXCL students enrolled in the Inclement Weather 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.**

DELAYED OPENINGS DUE TO INCLEMENT WEATHER- EXCL will shift the opening time of our before school programs to 8:00 AM whenever a delayed opening is announced due to inclement weather. We will open at this time when a 60-minute, 90-minute, or 2-hour delay is called.

XXII. 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.

XXIII. POLICY COMPLIANCE AND 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 interests of the children, its staff, and the program.

XXIV. VOLUNTEERS

The Farmington EXCL program welcomes volunteers. Volunteers must comply with Farmington Board of Education Policy 1240, including the following rules:

Volunteers 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 classified in **Group II** 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.

FARMINGTON EXTENDED CARE & LEARNING

2026-2027 School Year Tuition

Farmington Extended Care & Learning will transition to a **weekly rate structure**. This adjustment is intended to provide a more consistent and predictable billing model for families. A weekly tuition rate will streamline the payment process and offer greater clarity, regardless of variations in the school calendar such as holidays, shortened weeks, or scheduled closures.

The grid outlines the established weekly tuition rates based on each student's enrolled program. Rates have been calculated based on a 39-week school year to ensure consistency across the full program duration.

****Tuition will only include the scheduled 180 school days and follow the FPS District School Calendar. On scheduled no school holidays and PD days, EXCL will offer Full day care through a Google Form sign up at an extra care fee. ***

Tuition includes any additional care for early dismissal days as long as the child normally attends on the days and times affected.

**Please note: if you choose a 3-day option, you are selecting your child's regular weekly schedule. If a holiday or no-school day affects one of those days, you must notify your child's EXCL site at least two weeks in advance to request a schedule adjustment. If fail to do so, your days will stay as scheduled originally enrolled.*

Annual Registration Fee: ***$40.00 per family***
Extra Care Before School or After School: $30 per day for students who attend weekly 3 or 5 days
Extra Care Before School or After School: $45 per day for "AS NEEDED" Students
*Full Day Care Fee*8am-5pm: $64.00 *See section III. PUBLIC SCHOOL HOLIDAYS AND VACATIONS*
Inclement Weather Program, Vacation Camps-8 am-5 pm: per day fee: $64.00.

EXCL 26-27 Tuition Breakdown Grid

			3 DAY OPTIONS* (117 day)			5 DAY OPTIONS (180 days)		
School DaysOffered	Start & End Date of Week		3 Before*	3 After*	3B/A*	5 Before	5 After	5B/A
5	8/31/26	9/4/26	$47	$63	$89	$65	$90	$120
4	9/7/26	9/11/26	$47	$63	$89	$52	$72	$96
5	9/14/26	9/18/26	$47	$63	$89	$65	$90	$120
4	9/21/26	9/25/26	$47	$63	$89	$52	$72	$96
5	9/28/26	10/2/26	$47	$63	$89	$65	$90	$120
5	10/5/26	10/9/26	$47	$63	$89	$65	$90	$120
3	10/12/26	10/16/26	$47	$63	$89	$39	$54	$72
5	10/19/26	10/23/26	$47	$63	$89	$65	$90	$120
5	10/26/26	10/30/26	$47	$63	$89	$65	$90	$120
4	11/2/26	11/6/26	$47	$63	$89	$52	$72	$96
5	11/9/26	11/13/26	$47	$63	$89	$65	$90	$120
5	11/16/26	11/20/26	$47	$63	$89	$65	$90	$120
3	11/23/26	11/27/26	$47	$63	$89	$39	$54	$72
5	11/30/26	12/4/26	$47	$63	$89	$65	$90	$120
5	12/7/26	12/11/26	$47	$63	$89	$65	$90	$120
5	12/14/26	12/18/26	$47	$63	$89	$65	$90	$120
3	12/21/26	12/25/26	$47	$63	$89	$39	$54	$72
	12/28/26	1/1/27						
5	1/4/27	1/8/27	$47	$63	$89	$65	$90	$120
5	1/11/27	1/15/27	$47	$63	$89	$65	$90	$120
4	1/18/27	1/22/27	$47	$63	$89	$52	$72	$96
5	1/25/27	1/29/27	$47	$63	$89	$65	$90	$120
5	2/1/27	2/5/27	$47	$63	$89	$65	$90	$120
5	2/8/27	2/12/27	$47	$63	$89	$65	$90	$120
3	2/15/27	2/19/27	$47	$63	$89	$39	$54	$72
5	2/22/27	2/26/27	$47	$63	$89	$65	$90	$120
5	3/1/27	3/5/27	$47	$63	$89	$65	$90	$120
4	3/8/27	3/12/27	$47	$63	$89	$52	$72	$96
5	3/15/27	3/19/27	$47	$63	$89	$65	$90	$120
4	3/22/27	3/26/27	$47	$63	$89	$52	$72	$96
5	3/29/27	4/2/27	$47	$63	$89	$65	$90	$120
5	4/5/27	4/9/27	$47	$63	$89	$65	$90	$120
	4/12/27	4/16/27						
5	4/19/27	4/23/27	$47	$63	$89	$65	$90	$120
5	4/26/27	4/30/27	$47	$63	$89	$65	$90	$120
5	5/3/27	5/7/27	$47	$63	$89	$65	$90	$120
5	5/10/27	5/14/27	$47	$63	$89	$65	$90	$120
5	5/17/27	5/21/27	$47	$63	$89	$65	$90	$120
5	5/24/27	5/28/27	$47	$63	$89	$65	$90	$120
4	5/31/27	6/4/27	$47	$63	$89	$52	$72	$96
5	6/7/27	6/11/27	$47	$63	$89	$65	$90	$120
180	Total Tuition based on Program:		$1,833	$2,457	$3,471	$2,340	$3,240	$4,320