

**LISBON SCHOOL-AGE CHILDCARE
(LSACC)
2024/2025 PROGRAM POLICY**

STATEMENT OF PURPOSE: Lisbon School-Age Childcare (LSACC) is a municipal and school-sponsored non-profit childcare program providing Lisbon families of school-aged children with quality childcare and enrichment activities before and after school. Children in attendance must be residents of the Town of Lisbon and be enrolled students of Lisbon Central School.

ADMISSION/ENROLLMENT: Children will be enrolled on a first-come/first-served basis. Preference will be given to families who require full weeks of childcare services; regardless of sex, race, ethnic background, handicap, or religion. Children must be school-age, toilet-trained, and capable of independent toileting. In the event that a child with a disability is unable to clean and/or change him or herself, the child will be provided assistance. Registration forms must be completed and on-file before the first day of attendance.

COST OF CARE: Weekly fees are due in advance on the first day of each week. If fees are not paid, children will not be permitted to attend. Childcare fees are due for the dates and schedule of registered enrollment (see attached Care Schedule) regardless of attendance. Payments must be made by check or money order and should **include the child's name**. We require a two (2) week notice of withdrawal from the program. There is no sliding fee offered for childcare.

Childcare Rates:

<u>Program</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
7am - 8am	\$10	\$17.50	\$22.50
3pm - 6pm	\$20	\$35	\$45
Both AM & PM	\$30	\$52.50	\$67.50

HOURS OF OPERATION:

Monday – Friday 7:00am – 8:00am and 3:00pm - 6:00pm
Early release days 1:00 - 4:30

We only operate during the days that Lisbon Central School is in session. If the school is closed, there is no childcare. Please see [attached school calendar](#) for dates of operation.

INCLEMENT WEATHER: In the event of extreme or dangerous inclement weather (e.g. hurricane, snow etc), Lisbon School-Age Childcare may have a delayed opening, early dismissal, or closure. It is our responsibility to protect our staff, families, and children in the event of such weather. In the event of a delayed opening, early dismissal, or closure, families will be notified via telephone and/or email. Emergency contacts will be used if necessary to ensure that families are timely notified of such emergencies. Closings and delays are broadcast on local ABC, CBS, and NBC television stations as well as WICH (1310 AM) and WCTY (97.7 FM) radio stations.

EARLY ARRIVAL: The LSAC opens promptly at 7:00AM. The staff and program are not responsible for children prior to the hours of operation. Families arriving prior to 7:00AM must wait with their child until the program staff arrives and the program opens. Any child dropped-off prior to 7:00AM and left unattended will be reported to the appropriate State agencies pursuant to regulations regarding supervision, neglect, and abandonment.

LATE PICK-UP: The LSAC closes promptly at 6.00 PM on regular days, and 4:30 on early release days. In the event that you are aware that you may be late picking up your child, you **MUST** notify LSAC staff before 6:00PM (or 4:30 for early release days). If a child is not picked up by 6:00PM and LSAC has not received late pick-up notification, emergency contacts will be notified for immediate child pick-up. If you and the emergency contacts are unavailable, the Connecticut State Police and/or other appropriate State agencies will be notified pursuant to regulations regarding supervision, neglect, and abandonment. There is a \$10.00 per child, per 15-minute period charge for late pick-up. The LSAC Manager reserves the right to revoke childcare arrangements with families who habitually arrive late to pick-up children.

NUTRITION: We observe an **Allergen Aware Environment** in accordance with Lisbon Board of Education, Lisbon Central School, and Lisbon School-Age Childcare policies. Any food products that may present a problem will be returned home unopened. Children, age 4 and under, are not allowed to have the following foods while in our care: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas; hard pretzels; chunks of raw carrots or meat larger than can be swallowed whole.

Foods that come from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers and must adhere to food allergy policy.

All PM enrolled children will have a snack provided to them. If they do not like the snack provided on that day a substitution will not be provided. However they are more than welcome to bring a snack in from home, as long as it is not candy and does not contain peanuts.

PROGRAM STAFFING: Child-to-staff ratios are determined by Lisbon Board of Education policies, Lisbon School-Age Childcare policies, and/or accrediting/licensing requirements. Child-to-staff ratios are maintained during all program periods and events. Program staff members are certified in First Aid and CPR.

DROP IN CARE: If there are slots in our program that have not been filled, we may offer drop-in care to families who only need childcare occasionally. These slots are not guaranteed to be available, and if the program is full for the day, your child/children will not be able to attend.

The childcare manager must be contacted to confirm that your child can come before dropping them off. Confirmation is not guaranteed outside of the manager's office hours, which are Monday to Friday, 1 pm to 6 pm when school is in session.

If you sign your child up for a day and receive confirmation, the fee still applies even if your child doesn't end up coming.

If drop-in students are regularly attending childcare on a consistent basis, they may be asked to switch to full-time registration.

CONTACT INFORMATION:

Lisbon School-Age Childcare
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Lisbon, CT 06351
860-376-2403 ext. 215