

# **LISBON SCHOOL AGE CHILDCARE (LSAC) PROGRAM POLICY**

**STATEMENT OF PURPOSE:** The Lisbon School Age Childcare (LSAC) 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 as well as during school vacations. Children in attendance must be residents of the Town of Lisbon.

**HOURS OF OPERATION:** Monday through Friday 7:00AM – 8:00AM and 3:00PM – 6:00PM in accordance with Lisbon Central School Calendar and the following exceptions:

Exceptions: LSAC is CLOSED for the following holidays/vacations:

New Year's Eve	Labor Day
New Year's Day	Columbus Day
President's Day	Veterans Day
Dr. Martin Luther King Jr. Day	Thanksgiving Day and following Friday
Good Friday	
Memorial Day	

The first full week of July.

The week of Christmas as scheduled in accordance with the Lisbon Central School calendar.

During covered school vacations/holidays, the LSAC program hours of operation are Monday through Friday 7:00AM – 6:00PM in accordance with building availability and sign-up (see School Vacations, below). No child shall arrive prior to 7:00AM.

**Inclement Weather:** Lisbon School Age Childcare is closed if Lisbon Central School is closed due to inclement weather. This includes snow days, early dismissals, and delayed openings. In the event of an unscheduled early dismissal due to severe weather or other emergencies, the program will close at the same time as school dismissal. Parents will be notified via telephone so that early dismissal or pick-up arrangements can be made. In the event of a delayed opening, the program will open late according to the school late opening (e.g. a two hour delay means the program will open at 9:00AM). As with standard hours of operation, children must not arrive prior to the opening of the program. School 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.

**Scheduled Half-Days:** During school-scheduled half days, or early dismissals, (1:00PM) program care is available only for children registered for after school care. Only those children currently enrolled in the after school care hours (3:00PM – 6:00PM) will be provided space. There is limited availability for drop-in care on scheduled half days and prior arrangements must be made with and approved by the program Manager.

**School Vacations:** Non-school scheduled care is offered during the following periods if there is sufficient interest, available staffing, and in accordance with the above noted HOURS OF OPERATION. The LSAC Manager will determine if there is sufficient family participation intention to provide childcare services for those periods. Annual Registration Fee applies (see below).

**Winter & Spring School Vacations:** There must be a minimum of 20 families signed-up for full-day/full week care no later than 10 business days prior to the start of the Lisbon Central School winter or spring vacations as noted on the Lisbon Central School Calendar in order for LSAC to offer a vacation program during these non-school periods. **Summer rates apply.**

**Summer School Vacation:** There must be a minimum of 20 families signed-up for full-day/full-week care no later than May 30<sup>th</sup> of each year in order for LSAC to offer a summer care program. Summer care periods are subject to the exceptions noted in Hours of Operation, above.

**Drop-In Care:** Drop-in care for enrolled children is available at the discretion of the LSAC Manager or his/her designee. A minimum of 24 hours advance notice and Manager approval is required for drop-in care. **Drop-in care fee is the daily cost of care, as annually determined and payment is due the day of service.**

**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 6:00PM. In the event that you may be late picking up your child, you MUST notify LSAC staff before 6:00PM. If a child is not picked up by 6:15PM 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.

**Illness/Sick Days:** Sick children are not permitted to attend the LSAC program. Please keep your child home if he or she is feeling ill or has vomited, had diarrhea or a fever of 100F or higher within the last 24 hours. All children should be symptom free at least 24 hours prior to returning to childcare.

In the event that your child exhibits symptoms or becomes ill at childcare, you will be immediately notified so that child pick-up may be arranged. Emergency contacts will be utilized if you are unable to be reached as sick children must be sent home.

**REGISTRATION:** An annual \$30.00 per family registration fee is required. This fee is due and payable at the time of enrollment. The LSAC program maintains a waiting list which is used to fill available vacancies and vacancies are filled according to Admissions/Enrollment policies.

**ADMISSION:** All students enrolled in the Lisbon Central School are eligible for LSAC care regardless of sex, race, ethnic background, handicap, or religion and as space permits and in accordance with Lisbon Board of Education policies. Additional considerations include child-to-staff ratios as determined by Lisbon Board of Education and /or accrediting/licensing agency requirements, space availability, and family enrollment in other care programs (e.g. Lisbon School Readiness Childcare). A waiting list of families interested in LSAC care is maintained. Vacancies are filled according to the above considerations and in consideration of rank on the waiting list.

**Eligibility Requirements:** Lisbon residency, minimum age of three years (two years, ten months for identified birth-to-three children). The Lisbon School Age Childcare program expects that all enrolling children be 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 services pursuant to his or her IEP. Staff and children will wash their hands in accordance with the Handwashing Policies before and after changing soiled clothes.

**NUTRITION:** We observe an **Allergen Safe 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; or 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 lunch/snack containers and boxes must be labeled with each child's name.

AM Breakfast: All students enrolled in before school care during school days are offered breakfast through the Lisbon Central School Cafeteria at no cost.

PM Snack: All students enrolled in after school care during school days are offered an afternoon snack at no cost.

Vacation & other non-school day care: All students enrolled in non-school day care must bring a family-provided lunch, beverage, and at least two snacks daily.

**DISCIPLINE POLICY:** Please see the attached form and consult the Lisbon Central School Student & Family Handbook.

**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 (e.g. field trips). Program staff members are certified in First Aid and CPR.

**CONTACT INFORMATION:**

Lisbon School Age Childcare  
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