

# **Lisbon School Readiness (LSRC) Program Policy**

**STATEMENT OF PURPOSE:** The Lisbon School Readiness (LSRC) is a municipal and school-sponsored, non-profit childcare program providing Lisbon families of preschool aged children with quality childcare and enrichment activities during school days. Children in attendance must be residents of the Town of Lisbon.

**HOURS OF OPERATION:** Monday through Friday, 8:00AM to 3:00PM (8:00AM to 1:00PM on half-days) in accordance with the Lisbon Central School Calendar. No child shall be in attendance prior to 8:00AM.

Alternative care for before/after school, holidays, school vacations, and/or summer may be available through other community and/or private programs, including, but not limited to: Lisbon School Age Childcare; Lisbon School Summer Childcare; Lisbon Recreation Department, Norwich Recreation Department.

**Inclement Weather:** Lisbon School Readiness 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 the school. Parents will be notified via telephone to make arrangements in the case of an early dismissal. In the event of a delayed opening, the program will open late according to the school late opening (i.e., a two hour delay means the program will open at 10:00am). 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:** The LSRC observes a 1:00PM dismissal for all students on a school scheduled half-day. Those families who are registered in Lisbon School Age Childcare will be sent there upon dismissal. All other children will be dismissed to buses or pick-up at 1:00PM.

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

**Late Pick-Up:** The LSRC closes promptly at 3:00PM, (1:00PM on half-days). In the event that you are aware that you may be late picking up your child, you MUST notify LSRC staff before 3:00PM (1:00PM). If a child is not picked up by 3:15PM (1:15PM) and the LSRC 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 will be notified. There is a \$10.00 per child per 15 minute period charge for late pick-up. The LSRC Manager reserves the right to revoke childcare arrangements with families who habitually arrive late to pick-up children.

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

**ADMISSION:** All students enrolled in the Lisbon Central School Preschool are eligible for LSRC care regardless of sex, race, ethnic background, handicap, or religion and as space permits and in accordance with Lisbon Board of Education policies and Lisbon School Readiness policies. According to Lisbon School Readiness and other policies, additional considerations include qualification for sliding fee arrangements, educational placement (AM or PM session), child-to-staff ratios as determined by Lisbon School Readiness policies and/or accrediting/licensing agency requirements, and family enrollment in other care programs (i.e. Lisbon School Age Childcare). A waiting list of families interested in LSRC care is maintained. Vacancies are filled in according to the above considerations, not on a first-come, first-serve basis in accordance with School Readiness funding requirements regarding sliding fee arrangement qualifications.

**Eligibility Requirements:** Lisbon residency, minimum age of three years (two years, ten months for identified birth-to-three children). Lisbon School Readiness programs expect 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 Lisbon School Readiness Hand Washing policies before and after changing soiled clothes.

**NUTRITION:** We observe an **Allergen Aware Environment** in accordance with Lisbon Board of Education, Lisbon Central School, and Lisbon School Readiness policies. Any food products that may present a problem will be returned home unopened. Habitual disregard for this policy may result in termination of program care. 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. Please review Lisbon School Readiness Family Handbook for additional information.

**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 enrolled children must have a daily lunch. Lunch is available through the Lisbon Central School cafeteria at a cost of \$3.00 per day.

All lunch/snack containers and boxes must be labeled with each child's name.

AM Session Snack: Children enrolled in the AM childcare session are provided a **healthy** snack time each day. A family provided snack and beverage must be provided from home and meet Lisbon Board of Education Food Allergy Safety requirements.

**HEALTH & SAFETY:** Children must be dressed in weather appropriate clothing and footwear, (including sunscreen when applicable). Children must bring a complete change of clothes each day, and all clothing should be labeled with child's name. Please review policies found in the Lisbon School Readiness Family Handbook.

**Illness / Sick Days:** Sick children are not permitted to attend the LSRC program. Please keep your child home if he or she is feeling ill or has vomited, had diarrhea or a fever of 100 F 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.

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

**PROGRAM STAFFING:** Child-to-staff ratios are determined by Lisbon Board of Education policies, Lisbon School Readiness policies, and/or accrediting/licensing requirements. Child-to-staff ratios are maintained during all program periods and events (i.e. field trips). Staff members are certified in First Aid and CPR.

**CONTACT INFORMATION:**

Lisbon School Readiness  
15 Newent Rd.  
Lisbon, Ct. 06351  
860-376-3628