

***A message from Sheila Glenn, ROSCCO Executive Director:***

***Welcome to the ROSCCO Before and After School Activity Programs.***

*Our School Age Activity Programs are designed to provide a safe, supportive and stimulating environment for children in **Kindergarten through Grade Five**. This Parent Handbook has been prepared to provide you and your child with important information you will need throughout the school year. Please read it carefully. The ROSCCO staff and I look forward to working with you and your children.*

**ROSCCO Stamford School Community Organization, Inc.**

(formerly Rogers School Community Center Organization)

**ROSCCO is a recognized pioneer and leader in the After School Field maintaining a focus on licensed school age/school based programming since 1975.**

***Mission:***

**To address the need for safe, structured and quality, School-Age and Youth Programs for families and their children.**

***Vision:***

**To work in collaboration and partnerships with the Stamford Public Schools and community agencies to provide school-based direct service Before and AfterSchool recreational, educational, enrichment and cultural activities for families of the City of Stamford.**

***History:***

**ROSCCO is a proud member of Stamford's not-for-profit community serving families since 1975.** Originally housed at Rogers School and supported by the City of Stamford Community Development Fund, ROSCCO has evolved into a city-wide partnership between the ROSCCO community, the Stamford Public Schools and many local not-for profit agencies. Today, while continuing its' role as an integral partner in Rogers International School, ROSCCO administers a city-wide network of licensed School Age Care Program sites in thirteen of Stamford's Elementary Schools as well as AfterSchool Enrichment Programs in six elementary, two middle schools and A.I.T.E. Through collaboration with our partners, ROSCCO serves over 2,000 families by offering a variety of programs for all age groups from infancy through adults. Parents, educators, and community representative volunteers make up the ROSCCO Board of Directors.

**ROSCCO currently maintains Administrative Offices in the Northeast School Annex and Program Offices at Hart Magnet, Rogers International School, and Westover Magnet.**

**The Registration Office for the ROSCCO Before and After School Activity Programs is located in the lower level of Hart Magnet School, 61 Adams Ave.**

You may reach the REGISTRATION OFFICE by calling 203-977-2734.

***ROSCCO is the lead community agency responsible for the administration and implementation of the following:***

### ***School Age Care Programs***

*Licensed by the State Department of Public Health*

- ROSCCO Elementary School Age, School Based, Before and After School Care Programs
- ROSCCO School Vacation Programs
- ROSCCO Summer Program

### ***Student Support Programs***

*In partnership with the Stamford Public Schools*

- 21<sup>st</sup> Century Community Learning Centers at Cloonan and Dolan Middle Schools
- Academic & Enrichment Extended Day Programs at K.T. Murphy, Northeast, Rogers International School at Blachley Rd. and Strawberry Hill, Westover Magnet as well as, Scofield Magnet Middle, and Academy of Information Technology, in Stamford.

### ***Family Support Programs***

- The Family Resource Center at Rogers International School.
- The Family Resource Center at the Westover Magnet School.

**ROSCCO** actively seeks and welcomes corporate, foundation and private contributions in order to maintain the affordability, accessibility and quality of our programs.

**ROSCCO** currently receives grant funds towards the:

- ◆ Connecticut Department of Education Family Resource Center Program.
- ◆ The Stamford Public Schools Extended School Hours Program.

### ***ROSCCO is a member of:***

- NAA-the National After School Association.
- Connecticut After School Network (CT Professional Organization)
- CT Family Resource Center Alliance
- National Community Education Association
- CT Association of Human Services
- Family Support America

***ROSCCO, working in partnership with many community agencies, has received recognition from:***

- **The City of Stamford and Mayor David R. Martin upon the 40<sup>th</sup> Anniversary of ROSCCO and the many years of service to the Stamford Community.**
- **The State of Connecticut General Assembly in recognition of the ROSCCO 35<sup>th</sup> Anniversary and the years ROSCCO has pursued and honored a vision of service for children and families.**
- **The Yale Bush Center of Child Development for the implementation of the Family Resource Center Program at Rogers International School. The school has been selected as a national demonstration site for Schools of the 21<sup>st</sup> Century for the 1996-1998 and 1999-2001, 2001-2003 school years, and is currently a Yale FRC visitation site.**
- **The National Center for Community Education has selected the ROSCCO/Rogers Magnet School Partnership as an exemplary Community School Partnership.**
- **The Rogers School Community Center Organization Inc. (ROSCCO) was featured in “Altered Destinies” A National Study of School Based Community Programs.**
- **The ROSCCO Programs have been featured in a number of video documentaries created for the CT Department of Education.**

***ROSCCO is unique because:***

- ◆ **ROSCCO Board of Directors are primarily parents/participants of the Programs;**
- ◆ **ROSCCO actively seeks funding sources in its effort to maintain the accessibility, availability and affordability of quality programs;**
- ◆ **ROSCCO brings the service to its program users, rather than vice versa;**
- ◆ **Programs administered by ROSCCO serve families by offering a variety of programming for infants to adults;**
- ◆ **ROSCCO’s professional staff delivers quality programs;**
- ◆ **ROSCCO works in partnership with the Stamford Public Schools and public and private agencies to bring their programs to ROSCCO sites;**
- ◆ **ROSCCO programs serve all ethnic, racial, and socio-economic groups throughout the City of Stamford.**
- ◆ **ROSCCO follows the guidelines set forth in the Americans with Disabilities Act and provides equal access to all children. The Executive Director will consult with the parent and relevant professionals working with the child to determine how the ROSCCO program can meet the child’s needs.**

## ***ROSCCO's Goals are to:***

- ◆ Enter into partnership with corporate and private sponsors in our effort to maintain the accessibility and availability of high quality programs;
- ◆ Continue to cooperate with public & private agencies to bring their programs to **ROSCCO** sites;
- ◆ Continue to provide quality Before and After School Activity Programs for school age children in thirteen Stamford public school buildings; and to expand this service to target locations within the Stamford school district as need dictates and budget permits;
- ◆ Continue to provide Enrichment and Positive Youth Development programs in the Elementary and Middle Schools;
- ◆ Continue to schedule School and Summer Vacation Programs for school age children;
- ◆ Continue to serve families by offering programs serving a variety of age groups;
- ◆ Continue to schedule cultural activities which bring together people of diverse, ethnic and racial backgrounds in a manner that offer participants a sense of accomplishment and pride in their heritage.

## ***Parental Involvement: It is our goal to foster parent/guardian involvement***

***Remember,*** a strong partnership between the home & school provides a child with a positive world in which to grow. We urge you to visit your school & your **ROSCCO** program regularly.

***Opportunities are available.*** Please take advantage of them. *Get involved.*

***Stop, Look, and Listen.*** Make an appointment to visit our programs. Speak with the **ROSCCO** Program Site Coordinator during drop off and/or pick up time. Catch a glimpse of what your child has been doing in our Photo gallery at [www.roscco.org](http://www.roscco.org). Check your child's **ROSCCO** mailbox and book bag daily. Like us on Facebook at [www.facebook.com/rosccestamford](http://www.facebook.com/rosccestamford).

***Communicate with the ROSCCO Executive Director and/or the Before and After School Program Director.*** Communication is vital to a successful program. Open communication lines between the administration and parents are essential in meeting a child's needs. Please familiarize yourself with all policies and procedures contained in this parent handbook and do not hesitate to share your questions or concerns.

***Cooperation is a must.*** *Participate in planned special family events.* Work with the **ROSCCO** staff to plan events. Meet your child's friends and their families. *Join in the fun.*

***Our organization needs you.*** Volunteer to join an advisory committee or the **ROSCCO** Board of Directors. Work towards the continued improvement & success of the high quality **ROSCCO** programs.

# ROSCCO Before & After School Activity Programs



## *OPERATING POLICIES*

### ***ROSCCO PROGRAM PHILOSOPHY***

*All school age children deserve: An affordable, quality program which offers a safe, supportive and friendly environment, encourages a positive self- image and confidence in their individual abilities, provides fun activities and academic studying opportunities.*

The **ROSCCO Before and After School Activity Programs** are administered by **ROSCCO** and licensed by the State of Connecticut Department of Public Health. The Before and After School Programs are designed to meet the needs of working parents by providing a safe & stimulating environment. The programs utilize the cafeteria, gym, and/or the outdoor playground and other available facilities in the public school buildings.

***Before School Activity Programs*** are offered at: Davenport Ridge, Hart Magnet, K.T. Murphy, Rogers International School, Rogers@Strawberry Hill, Roxbury, Julia A. Stark, Springdale, Toquam Magnet and Westover Magnet.

***After School Activity Programs*** are offered at: Davenport Ridge, Hart Magnet, K.T. Murphy, Julia A. Stark, Rogers International School, Rogers@Strawberry Hill, Newfield, Northeast, Roxbury, Springdale, Stillmeadow, Toquam Magnet and Westover Magnet.

***ROSCCO offers a School Vacation Program during the February & April vacation and a Summer Program during the month of July. Additional information about the vacation programs and the required fees will be distributed via your child's mailbox.***

### ***DAYS OF OPERATION***



Both the **BEFORE AND AFTER SCHOOL ACTIVITY PROGRAMS** begin on Friday, August 30, 2019, and follow the Stamford Public School Calendar thereafter. The programs do not operate when school is not in session due to holidays, vacations, inclement weather or other emergencies closings. Participation is determined by space and slot availability.

### ***HOURS of OPERATION***



The ***Before School Activity Programs*** run from **7:30 a.m.** until the beginning of the school day.

The ***After School Activity Programs*** run from school dismissal until 5:30 p.m. Parent pick-up is at **5:00-5:30 p.m.** The program is in session on scheduled early release days (half days of school), which are Stamford Public School planned professional development and parent conferences days.

\*ONLY at Rogers International School, Blachley Road and Strawberry Hill: Extended Day ending at 6:00 p.m, is available for an additional fee dependent on group size.



## **ROSCCO Before & After School Activity Programs**

### **REGISTRATION INFORMATION**

***Enrollment into the program and the subsequent scheduling of the child's start date will be dependent on the completion of the registration process and slot availability. Children are accepted into the program on a pre-registered, prepaid basis following the payment cycles. Same day registration is not available nor is participation on a day-to-day or drop-in basis.***

#### **Registration:**

***Current Parent Early Bird Registration begins on June 10 and ends on July 19, 2019. Parents completing the Early Bird Registration have a guaranteed ROSCCO slot for August 30, 2019.***

***New Parent Registration begins on July 15, 2019. A start date will be issued by the ROSCCO Registration Office upon the completion of the registration process. Start dates are dependent upon slot availability.***

**Before School Activity Program** registration is for five days per week (Monday to Friday) following the payment cycles.

**After School Activity Program** registration is for a fixed and specific schedule for three, four, or five days per week according to the payment cycles. A Change of scheduled days must be requested prior to the next payment cycle. New participants can be added during the payment cycle using a prorated fee scale when space is available.



#### **This registration packet consists of five enrollment forms:**

***The completed enrollment forms; a copy of the child's Health Assessment and Immunization Record along with any required medical forms accompanied by the registration fee and the first payment must be submitted to the ROSCCO Registration Office, before the enrollment process can begin.***

#### ***Physicals and Immunizations***

State law requires that the licensed school age childcare programs maintain a copy of each child's Health Assessment Record, including proof of immunizations. Any child participating in the ROSCCO Activity Programs must have current records on file with ROSCCO.

***\*\*\*For children requiring emergency medication (Ex: Epi-pen, inhaler etc.) during ROSCCO Program Time,\*\*\* Parents must submit "The State of Connecticut Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel Form (the Form is supplied as part of this packet) The form must be accompanied with An Emergency Health Care Action Plan for the prescribed emergency medication.***

The Authorization form must be specific to emergency medication required during the child's time at ROSCCO. The form must be completed and signed by the child's physician and parent. For medication not required during ROSCCO Program Time (Ex; administered at home or by the school nurse) the Physician must indicate in writing that medication does not need to be administered during ROSCCO Program Time. A copy of these forms, along with the child's medication, supplied by the parent, will be kept on site.

*In the case of a documented need for Emergency Medication (such as asthma or allergy medications) the medication order and **Emergency Health Care Plan** submitted to the ROSCCO Registration Office will be reviewed by the ROSCCO Nurse Consultant before registration is complete and a Start Date is issued.*

**In the case of a court order of custody, visitation or protection which may impact ROSCCO Program Time, a copy must be submitted as part of the registration process.**

**START DATE:** Upon completion of the registration process, the **ROSCCO office staff will issue a start date to the registering parent/guardian.** The ROSCCO Office staff will also send an enrollment list notifying each school main office of the children enrolled and their ROSCCO start date.

*All registration information must be completed and kept current with the ROSCCO Administration Office. Parents/Guardians must notify the ROSCCO Administrative Office at 203-609-9027 if there is a change in their address; home or work phone numbers; alternate emergency numbers and/or e-mail.*

*Changes to your child's registration can only be approved by the ROSCCO Administration Office and should be requested prior to the beginning of the payment cycle . Please call 203-609-9027 to request a change to your child's registration.*

### **Provisional Enrollment**

**ROSCCO regards the days of your first payment cycle as a trial period, in which case either party may terminate the enrollment with notice following the ROSCCO Withdrawal and/or Termination policies as expressed in this Parent Handbook.**

## ***ROSCCO ORIENTATION DAY AND PROGRAM VISITS***

Orientation is an important part of the registration process. Meeting your child's **ROSCCO** staff will help alleviate anxiety you and/or your child may have when beginning a new school year. Parents are encouraged to visit their Before and After School Program Site on the first day of school for ROSCCO Orientation. Your **ROSCCO** staff will be on site to greet and meet you and your child. Parents/guardians are also encouraged to visit the program during the school year. They are also required to comply with the safety and security policies and procedures of the school and the program site as listed in this handbook.



## **ROSCCO BEFORE AND AFTERSCHOOL PROGRAM DESIGN AND SUPERVISION**

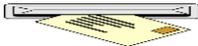
***The ROSCCO Before and After School Program activities are planned and implemented using the group model. The programs operate with a 1:10 ratio of staff to children with children being grouped according to age. Within the context of our group model program design, children with special needs are served, however, the ROSCCO Program design and staff ratio does not offer or meet needs for individualized monitoring, supervision or tutoring.***



### **ACTIVITIES**

**BEFORE SCHOOL ACTIVITIES** include: Arts and crafts, indoor table games, indoor and outdoor play, reading and story time. Breakfast is a very important part of your child’s day. It is recommended that your child eats breakfast at home prior to coming to the ROSCCO Before School Program. However, if you choose, your child can purchase breakfast from the School Cafeteria. Please let your ROSCCO staff know if you choose the school breakfast option.

**AFTER SCHOOL ACTIVITIES** include a Daily Snack, Arts and crafts, Chess, Cooking Projects, Dance/Music/Skits/ culminating in an Annual Show, Movies, Indoor and Outdoor Play, Gym games, Science Projects, Story and Reading Time, Table Games, Supervised Homework Time, Visiting Specialist, Special Activities and Field Trips.



### **COMMUNICATIONS with Parents**

**It is the exclusive responsibility of each parent to accurately communicate to ROSCCO staff any special concerns they have regarding their child.**

The ROSCCO Office will communicate with parents via e-mail and through your child’s assigned mailbox at your ROSCCO Site. *Please remember to check your child’s ROSCCO mailbox on a regular basis.* Via your child’s mailbox you will receive: a Monthly Snack Calendar and a ROSCCO Special Activities Calendar which will list all scheduled Enrichment Specialist visits (Chess Master Instructor, Aerobics Instructor, Science Projects, etc.) as well as, Field Trips, Newsletters and other special events such as Monthly Birthday Celebrations, Pizza or Ice Cream Parties etc. In addition, Special Family Events are planned during the school year. Please read your Special Activities Calendar so that you are aware of all upcoming events.

***Please assure that the ROSCCO office has your current e-mail address.*** You will receive Tuition fee payment reminders and Invoice/Receipts via e-mail. We will also e-mail emergency closing announcements when made during the school day.

### **COMMUNICATIONS WITH SCHOOL PERSONNEL**

In order to facilitate a smooth and seamless transition between the school day and the ROSCCO Program, ROSCCO staff may communicate with your child’s school staff, (classroom teacher, social worker etc.) to discuss your child’s pertinent information and/or progress, as necessary.

## ***CELL PHONE POLICY***



ROSCCO adheres to the Stamford Public Schools Policy regarding cell phones. During the day and ROSCCO Program hours students are to keep cell phones and other electronic devices turned off and out of site, which will minimize the disruption they can cause, but make them available in an emergency. Please be aware that ROSCCO is not responsible for lost, stolen, or broken devices.

All ROSCCO sites have a telephone available to staff and students in the event of an emergency.

## ***CONFIDENTIALITY***

All records and information pertaining to children in the program are confidential. **ROSCCO** records are accessible to a child's registering parent/guardian and program personnel only. If you should require information or a copy of your child's forms, please contact the Executive Director.

## ***CHILDREN'S DRESS***

Children should wear comfortable, washable clothing for indoor activities. We encourage sneakers or other soft-soled shoes for safety reasons. If you think your child may need a change of clothing, please provide one to his/her classroom teacher. ROSCCO is not responsible for lost or stolen items.

*Outdoor play is scheduled daily, weather permitting. Please be sure your child has the appropriate outdoor garments for the season.*



## ***FIELD TRIPS***

Field trips are scheduled as a special activity of the After School Program. Parents will be given notice of the scheduled trip. On the day of a field trip, a parent who does not wish their child to attend the scheduled field trip should make other arrangements for the care of their child.



## ***HOMEWORK***

**ROSCCO Before School Programs:** It is recommended that children come to the morning program with their homework completed, however, a quiet reading and/or working area will be provided for children who need to complete school work.

**ROSCCO After School Programs:** The After School Program staff will schedule quiet reading and supervised homework time for children. Supervised homework time will take place in a group setting. The **ROSCCO** program design does not allow for private, one to one tutoring of the children. A maximum of 40 minutes is allotted within the daily program schedule. It is the responsibility of each child to indicate that he/she has homework. Supplying your child with a homework notebook can be a very helpful tool for him/her to keep track of their homework assignments. At the request of School Administration, children are not allowed to return to their classroom after school dismissal. Please keep in mind that homework is a wonderful opportunity for children to communicate about their school day and share quality time with their parents. Please make the time to review your child's homework every evening.

## ***TOYS/GAMES***

ROSCCO supplies a variety of table games for children's play during program time. **Therefore, parents are asked to discourage their children from bringing toys or hand held electronics to the program.** The ROSCCO staff is not responsible for damaged or lost items brought from home.

## ***TRANSPORTATION***

Parents are responsible for providing transportation to the Before School and from the After School programs. School Bus Transportation will be provided by ROSCCO only for scheduled field trips.

## **HEALTH and SAFETY**

*The health and safety of all children is of the utmost importance. The following health, safety and medical policies have been set up to meet your child's needs and to protect all children participating in the program.*



## ***EMERGENCY MEDICAL ATTENTION***

The program prides itself on being a safe and healthy place for children. *There is at least one staff member present at all times who is certified in first aid and CPR* for those times that the school nurse is not available. In the event of a medical emergency or accident, we will make every effort to contact the parents and/or other persons listed as emergency contacts.

## ***FIRST AID***

**No care beyond first aid (defined as immediate, temporary care given in case of accident or illness) can be given by the ROSCCO Staff.** The **Accident/Illness Emergency Form** of your registration packet must be filled out and signed before a child can attend the program. Parents are responsible for listing and documenting their child's medical or other concerns.

## **ADMINISTRATION OF EMERGENCY MEDICATION POLICY**

***The ROSCCO staff will only administer Emergency Medications.***

***Documented required emergency medication must be submitted to the ROSCCO Registration Office and reviewed by the ROSCCO Nurse Consultant as part of the ROSCCO registration process. The prescribed medication must be supplied to the ROSCCO Program Site Coordinator before the child's first day of Programming. All medications must be in their original container and clearly labeled with child's name and directions for use.***

### **Special Circumstances: Allergies & Epipen Responsibilities**

#### **For Medication Administration**

#### **Parents to Site Staff Responsibility**

It is the exclusive **responsibility of each parent** to communicate to staff regarding their child's medical concerns and emergency procedures and to provide medication according to the physician's medical form. In the case that emergency medication is prescribed and needed during ROSCCO time, parents are required to meet with their child's ROSCCO Site Coordinator prior to their first scheduled day of ROSCCO.

*At this meeting:*

- Staff and parents will review all special situations, medical concerns, and/or any special requests for handling of snacks, treats, etc.
- Parent will disclose any food allergies and review with staff all Emergency Procedures as directed by the child's physician on *Emergency Health Care Plan*.
- Parent must have supplied all **Emergency Medications**, the **Medication Authorization Form** & the **Emergency Health Care Action Plan** as part of the registration process, before the child may begin the program. *All medications must be in their original container and clearly labeled with child's name and directions for use.* Food Allergy and Asthma Medications will be kept on site and readily available to staff having contact with allergic children. They will be stored away from food and inaccessible to children.

**Each parent is responsible for updating his/her child's medical information and replacing expired medication as needed. Medication must be replaced prior to the expiration date or registration and program participation will be suspended.**

## **ILLNESS**

In the interest of your child and other children participating in the program, we ask that you keep your child home or come to the program to get them if they:

- ◆ have a fever over 100 degrees
- ◆ have an intestinal disturbance accompanied by vomiting or diarrhea
- ◆ have an undiagnosed rash
- ◆ have sore or discharging eyes or ears, or profuse nasal discharge

If your child has been exposed to any contagious disease, please notify the school nurse.

In the event that your child should become ill or soiled bodily while attending the program, he/she will be isolated and you will be called to take him/her home as soon as possible. It is a parent's responsibility to make sure that there are alternative arrangements in the event that you cannot pick up your child.

## **NUTRITION**

ROSCCO Snack Menus are distributed monthly and posted on the Parent Info Boards. Currently, our snack provider is Chartwell, through the Stamford School Lunch program.

**Parents/Guardians should advise the ROSCCO Site Coordinator if their child has special nutritional concerns or needs. In this case, the parent should provide their child with an alternate snack.**

**Before School Program:** The Stamford Public Schools offer a full breakfast menu. Please inform your Site Coordinator if you would like your child to participate in the School breakfast program following the Chartwell fees at your expense.

**After School Program:** A nutritional snack consisting of 2 food groups (juice or milk & 1 other food group) --is available daily during and After School Activity program. Snack is served upon arrival at the program.

**BIRTHDAYS:** Each month ROSCCO plans for a birthday celebration as posted on your Monthly Specials Calendar. On birthday celebration days, ROSCCO provides milk and cookies or cupcakes. Please do not send additional snacks for the event, as ROSCCO is very cognizant of children with food allergies.

## **SAFETY and SECURITY**

*The ROSCCO Program staff takes the safety of the children very seriously. The following procedures facilitate the program security. ROSCCO maintains a 1:10 staff to children ratio with a minimum of Two staff required at the program with children at all times.*

### ***ATTENDANCE***

Attendance is taken on a daily basis. Parents/Guardians **must notify the ROSCCO Office** if:

- 1) Their child will not be attending the After School Program on a day which he or she is scheduled to attend.
- 2) Their child is to be picked up from school early. Sending a note to the child's classroom teacher does not suffice, since it may not be passed on to **ROSCCO**.
- 3) They wish their child to attend the program on a day he/she is not scheduled to attend. (Prior approval of the Executive Director is necessary.)
- 4) It is the parent's responsibility to alert staff of a change in the child's schedule, **example:** *after school or extended day extra-curricular activities & clubs.*

### ***CHILD ABUSE AND NEGLECT POLICY***

ROSCCO Staff, as mandated reporters, will report any suspected incidents of child abuse or neglect to the Connecticut State Department of Children and Youth Services as is mandated by law.

### ***PARENT DROP-OFF & PICK-UP PROCEDURES***

Please follow your school's signage for parking, drop-off and pick-up procedures.

#### **THE BEFORE SCHOOL PROGRAM doors open at 7:30 a.m.**

**Parents/Guardians must accompany their child into the building and escort him/ her to the program meeting area. The parent/guardian is responsible for signing the child in.** We cannot accept responsibility for unaccompanied children entering the site premises. When the first bell rings indicating the beginning of the school day, ROSCCO staff will dismiss children in 1st to 5<sup>th</sup> grades. *The Kindergartners will be escorted to their classrooms.*

#### **THE AFTER SCHOOL PROGRAM--P.M. Pick-up Procedure & Sign Out Sheet**

At the end of the school day a P.A. announcement will be made to dismiss the **ROSCCO** children in grades 1 to 5 to their **ROSCCO** Program Area. *A ROSCCO staff member will pick up and escort the Kindergartners from their classroom.*

**A Parent/Guardian or authorized adult must enter the school building to pick up & sign out their child.** All children must be picked up by **5:30 p.m.** We have not built any additional staff or custodial costs into our program fees. Following ROSCCO policy, a minimum of two staff are required at the program with children at all times. If a parent is late for pick-up, the additional cost

for staff and custodian will be charged to the late parent. Be advised that a **\$1 per minute fee will be charged for children picked up after 5:30 .**

Please mail your late pick-up fee to ROSCCO along with your next tuition payment.

### **Alternate Pick-ups**

We understand that emergency situations can arise which may cause you to be unable to pick-up your child. *If such circumstances arise:*

- ◆ *Parents/Guardians must notify the **ROSCCO** Office if their child is scheduled to be picked up by someone other than those listed on their **Authorized Pick Up Lists**.*
- ◆ Please notify any Alternate Pick-up people that he/she must be available to pick up your child by 5:30 p.m.
- ◆ We will require photo identification from the alternate pick-up person not listed on your Authorized Pick-Up List. Please let them know before they arrive so they will be prepared.

### **PARENT PROGRAM ACCESS**

All parents are encouraged to visit the ROSCCO Program Sites, however when visiting the program parents/guardians must:

- Use the designated doors for entering and exiting the building.
- Check in with staff upon arrival.
- Go to the designated program areas and not to other parts of the building.
- Work in cooperation with staff by keeping in mind that safety and security procedures are in place for the safety of the children.

**The ROSCCO Program staff takes the safety and security of the children very seriously. The ROSCCO Executive Director may withdraw program services if the safety and security policies and procedures are not followed by parents/guardians.**

## **SCHOOL CANCELLATIONS DELAYED OPENINGS & EARLY CLOSINGS**

Please visit the Stamford Public School website, tune to Cablevision News 12 or tune to **W1CC 600 or WGCH 1490** on your AM Dial to hear any announcement regarding changes in Stamford Public Schools and/or ROSCCO Programs scheduling.

1. When school is canceled due to inclement weather or other emergencies, all **ROSCCO** Before and After School Programs will **not** be in session. These days will be made up following the policy of the Stamford Public Schools.
2. On days that the Stamford Public Schools announce a delayed opening due to inclement weather or other emergencies, the **ROSCCO** Before School Program will announce the same time delay. For example, if school opening is delayed by two hours, the **ROSCCO** Program will delay its starting time by two hours.
3. On a day that school is dismissed early due to inclement weather or when the school buildings are closed due to an emergency, the school dismissal and the building closing

time will be determined by the Superintendent. The Stamford Public Schools will inform parents using the Emergency Notification Phone System. **In the case of early school closings due to emergencies, ROSCCO will not be in session.** The ROSCCO Office will send out emergency notification using your e-mail as documented on your child's registration form.

**It remains the parent's responsibility to monitor the Stamford Public School web site, the local radio stations or television broadcasts to receive inclement weather and cancellation information and to make alternate transportation arrangements for their child by contacting the school's main office. Please keep your day contact information, telephones and e-mails current with the school and the ROSCCO Office. We ask that you notify both the school office and the ROSCCO office when changes occur.**

## **BEHAVIOR MANAGEMENT**

Part of the role of program staff is to help guide children to appropriate and responsible behavior that is inspired by the child's own inner controls. We use a positive approach to discipline instead of dwelling on the negative. Whenever possible the staff will redirect unacceptable behaviors to an acceptable alternative. The staff has been trained to set consistent, clear limits and respond to inappropriate behaviors in a positive, consistent manner.

We teach children to respect others by showing them respect. We also expect children to respect the ROSCCO staff and each other. Bullying in any form will not be tolerated. In the best interest of all the children, in cases of continued misbehavior or incidents where a child is causing physical or emotional harm to others, the program reserves the right to terminate the enrollment of children exhibiting bullying and/or other chronic behavior problems.

### ***Discipline Procedures***

The **ROSCCO** action plan regarding behavioral problems of children attending the Before & After School Program is as follows:

1. The **ROSCCO** staff will work with the child/children within the group and attempt to prevent or resolve behavioral problems by utilizing positive guidance techniques. ROSCCO prohibits the use of physical restraint of a child by staff unless it is necessary to protect the safety and health of the child or another child or adult.
2. Staff will share their concerns either verbally or in writing with the child's Parent. Staff will seek parental cooperation, requesting that they work with the child at home to help resolve the problem. The **ROSCCO** Before & After School Program Director will be notified of the child's behavior at this time. When necessary, a Behavior Plan will be made between the parent and child, the Site Coordinator and the Program Director. The plan will indicate the specific solutions to help resolve the problem and specific consequences if the behavior reoccurs.
3. A concerted effort will be made to work with the child and parents involved to resolve the unwanted exhibited behavior, before utilizing suspension or termination of registration. If there is no visible improvement in the child's behavior after a few attempts of working with the

parents to resolve the problem, the Before & After School Program Director will recommend a one or two-day suspension from the program.

4. If a child's behavior warrants more than one suspension, the Executive Director may terminate his or her registration in the program.

## **TUITION FEES AND PAYMENTS**

### ***Before and AfterSchool Program Tuitions and Fee Collection***

The fees are moderate, considering the hours of service, the expertise of staff, and the overall quality of the program.

There are ten scheduled tuition payments due over the course of the school year. The tuition payment includes programming for 181 days' schools are scheduled to be in session, with the exception of the first day of the school year which is ROSCCO Orientation for new families. The number of school days and/hours the program is in session during the tuition cycle may vary. Tuition payments are due according to the Fee Payment Schedule and are applied as pre-payment for program participation, according to the option agreement. Please refer to the attached sheet entitled **Before and After School Program Fees and Payment Schedule** for the amount and dates that the payments are due. Before and AfterSchool Tuition Fees do not include or cover the fees for ROSCCO School Vacation or Summer Programs.

Scheduled tuition fees that are not paid by the end of the week following the due date will result in a late payment fee of ten dollars and an immediate suspension of **ROSCCO** Program services until the fees are paid in full. If the late tuition and the overdue fees are not paid in full by the end of the second full week of the month, the child will be automatically discharged from the Program. Reinstatement may occur on a space-available basis when all fees have been paid.

Tuition fees will not be discounted because a child is absent from the program due to illness or family vacation. Please understand that the program is staffed according to the daily number of enrolled children and staff are paid whether or not your child is in attendance. However, parents with extenuating circumstances are encouraged to call the **ROSCCO** Executive Director in advance of a payment due date to notify us of any problems related to payment.

### ***Discounts***

\$25 OFF MONTHLY FEE FOR EACH ADDITIONAL CHILD IN THE SAME FAMILY  
\$25 OFF PAYMENT-FEE FOR A 3-MONTH TERM

Financial Assistance from the State Department of Social Services may be available to those families which qualify according to the DSS Annual Income Eligibility Schedule. Parents must contact DSS directly at Care 4 Kids by calling 888-214-5437.

### ***Tax credits***

In January, a W-10 form will be issued to all program participants verifying each child's enrollment in the **ROSCCO** School Age Child Care Programs.

### ***Late Pick Up Charge***

In our attempt to maintain affordable fees ROSCCO has not built any additional staff or custodial overtime into our program fees therefore, a \$1 per minute fee will be charged to parents of children picked up after 5:30 p.m. This charge is due with the next scheduled tuition payment. The Executive Director may withdraw program services for repeated/continues late pick-up by the same family.

## ***Refund Policy***

### **The \$50.00 REGISTRATION FEE IS NON-REFUNDABLE**

#### **FIVE DAYS PER WEEK REGISTRATION**

1. If a child attended ten days or more in the given payment cycle before withdrawal, no refund is applicable.
2. If a child is withdrawn having attended nine days or less in the given payment cycle, a refund of 40% is applicable.
3. If a child is withdrawn within the first four days in the given payment cycle, a 66% refund is applicable.
4. (Term Payments Only) If the **ROSCCO** Executive Director receives notification of withdrawal in writing before the next term payment is due, the refund will be made according to the monthly payment cycle fee and the number of days attended.

#### **FOUR DAYS PER WEEK REGISTRATION**

1. If a child attended eight days or more in the given payment cycle before withdrawal, no refund is applicable.
2. If a child is withdrawn having attended seven days or less in the given payment cycle, a refund of 40% is applicable.
3. If a child is withdrawn within the first four days in the given payment cycle, a 66% refund is applicable.
4. (Term Payments Only) If the **ROSCCO** Executive Director receives notification of withdrawal in writing before the next term payment is due, the refund will be made according to the monthly payment cycle fee and the number of days attended.

#### **THREE DAYS PER WEEK REGISTRATION**

1. If a child has attended six days or more in the given payment cycle before withdrawal, no refund is applicable.
2. If a child is withdrawn having attended five days or less in the given payment cycle, a 40% refund is applicable.
3. If a child is withdrawn within the first three days of the given payment cycle, a 66% refund is applicable.
4. (Term Payments Only) If the **ROSCCO** Executive Director receives a notification of withdrawal in writing before the next term payment is due, the refund will be made according to the monthly payment cycle fee and the numbers of days attended.

## **MAKING YOUR TUITION PAYMENT TO ROSCCO**

**Payment by Check should be made payable to ROSCCO and can be mailed to:  
ROSCCO**

**82 Scofieldtown Road - Annex  
Stamford, CT 06903**

**Please include your child's name and school in the check memo section.**

**Online Payments with Bill Pay options provided by your personal banking institution.** Parents may make arrangements for ROSCCO Tuition Payments to be made via your banking institution. You need only list ROSCCO along with the address, the amount and the date due and your bank will send the payment to ROSCCO directly (Similar to paying a telephone or electric bill). Please include your child's name and school in the Memo section.

**In person payments** may be made at the ROSCCO Registration Office in the Hart Magnet School, 61 Adams Ave. Stamford.

**Employer Childcare Reimbursements:** If your employer offers a childcare reimbursement plan, please submit the required forms to the ROSCCO Office via email to [ROSCCOstaff@roscco.org](mailto:ROSCCOstaff@roscco.org), or fax to 203-609-9083 on the Monday of the week you need the forms signed.

### **BANK FEE FOR RETURNED CHECKS:**

If the bank returns your check for insufficient funds, the bank fee will be charged to your account.

## 2019-2020 ROSCCO Program Fees

*A non-refundable \$50.00 registration fee per family and the first payment is due upon registration.*

### ROSCCO BEFORE SCHOOL ACTIVITY PROGRAMS FEE CHART

DAVENPORT RIDGE, HART MAGNET, K.T. MURPHY, ROGERS INTERNATIONAL,  
ROGERS@STRAWBERRY HILL, ROXBURY, SPRINGDALE, STARK,  
TOQUAM MAGNET, AND WESTOVER MAGNET

5 DAYS PER WEEK	ONE CHILD		SECOND CHILD	
	MONTHLY FEE	TERM PAYMENT	MONTHLY FEE	TERM PAYMENT
7:30-9:00	\$160	\$508	\$135	\$424
<b><u>EXTENDED PROGRAM AVAILABLE AT ROGERS INTERNATIONAL SCHOOL ONLY</u></b>				
6:00-9:00	\$351	\$1145	\$326	\$1062

### ROSCCO AFTER SCHOOL ACTIVITY PROGRAMS FEE CHART FOR EARLY DISMISSAL SCHOOLS: NEWFIELD, NORTHEAST, AND STILLMEADOW Programs ending at 5:30 p.m.

DAYS PER WEEK	ONE CHILD		SECOND CHILD	
	MONTHLY FEE	TERM PAYMENT	MONTHLY FEE	TERM PAYMENT
5	\$318	\$1035	\$293	\$952
4	\$289	\$938	\$264	\$855
3	\$251	\$813	\$226	\$729

### ROSCCO AFTER SCHOOL ACTIVITY PROGRAMS FEE CHART FOR REGULAR DISMISSAL SCHOOLS: DAVENPORT RIDGE, HART MAGNET, K.T. MURPHY, ROGERS INTERNATIONAL, ROGERS@STRAWBERRY HILL, ROXBURY, SPRINGDALE, STARK, TOQUAM MAGNET, AND WESTOVER MAGNET SCHOOLS: Programs Ending at 5:30 p.m.

DAYS PER WEEK	ONE CHILD		SECOND CHILD	
	MONTHLY FEE	TERM PAYMENT	MONTHLY FEE	TERM PAYMENT
5	\$267	\$866	\$242	\$783
4	\$242	\$780	\$217	\$697
3	\$210	\$675	\$185	\$592

### **EXTENDED PROGRAM AVAILABLE AT ROGERS INTERNATIONAL SCHOOL ON BLACHLEY ROAD AND STRAWBERRY HILL ONLY**

*For 6:00 p.m. dismissal only available to Five Days per week registrants.*

5	\$351	\$1145	\$326	\$1062
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**NOTE \*\*** Both the \$25 Discount off the Monthly Fee for the second child in the same family as well as the \$25 Discount off the Term Fee have been calculated. Fees are based on scheduled school days, they do not include days school is not in session.

## **PAYMENT SCHEDULE**

<u>10 PAYMENT CYCLES</u>			<u>TERM PAYMENTS</u>	
1 <sup>st</sup> payment upon Registration	January 28	(1/29-2/26/20)	<b>FALL TERM</b> -Due with Registration	
September 25 (9/26-10/25/19)	February 26	(2/27-3/23/20)	Runs till 12/4/18	
October 25 (10/28-11/22/19)	March 23	(3/24-4/23/20)	<b>WINTER TERM</b> -December 4	
November 22 (11/25-12/20/19)	April 23	(4/24-5/19/20)	Runs from/to: 12/5/18-3/13/19	
December 20 (1/2-1/28/20)	May 19	(5/20-Year End)	<b>SPRING TERM</b> -March 13	
			Runs from/to: 3/16/19-Year end	

*All fees are subject to change.*

**IMPORTANT PHONE NUMBERS AND THINGS TO REMEMBER**  
**ROSCCO BEFORE & AFTER SCHOOL ACTIVITY PROGRAMS**  
**2019-2020**

**PHONE NUMBERS:**

**Answer 24 Hours a Day**

**Registration Office Hours**

8:00 a.m. - 4:00 p.m.

**ROSCCO ADMINISTRATIVE OFFICES:**

**203-609-9027 FAX: 203-609-9083**

**ROSCCO REGISTRATION OFFICE:**

**203-977-2734 FAX: 203-964-8399**

**DAVENPORT RIDGE**

Main Office 203-977-4291

**FAX**

203-977-5116

**HART MAGNET**

Main Office 203-977-5082

203-977-5084

**K.T. MURPHY**

Main Office 203-977-4516

203-977-5103

**NEWFIELD**

Main Office 203-977-4282

203-977-4818

**NORTHEAST**

Main Office 203-977-4469

203-977-4312

**ROGERS INTERNATIONAL**

Main Office 203-977-4560

203-977-5732

**ROGERS @ STRAWBERRY HILL**

Main Office 203-977-6600

203-977-6607

**ROXBURY**

Main Office 203-977-4287

203-977-4615

**SPRINGDALE**

Main Office 203-977-4575

203-977-4058

**STARK**

Main Office 203-977-4583

203-977-5426

**STILLMEADOW**

Main Office 203-977-4507

203-977-4506

**TOQUAM MAGNET**

Main Office 203-977-4556

203-977-5055

**WESTOVER MAGNET**

Main Office 203-977-5854

203-977-5180

**DAVCO** 203-977-4879 (CAFÉ) 203-977-4132 (GYM)

**HARTCO** 203-977-2734 (RO)

**MURCO** 203-977-5454

**NEWCO** 203-977-4809 (CAFÉ)

**NORTHCO** 203-977-5407 (GYM)

**QUAMCO** 203-977-4755 (MR)

**ROSCCO** 203-323-0681 (ROSCCO OFFICE)

**ROXCO** 203-977-4878 (CAFÉ)

**SPRINGCO** 203-977-5095 (GYM)

**STARKCO** 203-977-4436 (TL)

**STILLCO** 203-977-4321 (TL)

**STRAWCO** 203-609-9027 (ROSCCO OFFICE)

**WESTCO** 203-977-4633 (FRC OFFICE)

**Care 4 Kids**

**888-214-5437**

**Child Care Subsidy  
Assistance**

**After School Sites - After 4 p.m.**

Phone is located down the hall  
away from the program. Please  
let it ring at least 15 times.

**PHONE LOCATIONS**

CAFÉ=Cafeteria/Kitchen

MR=Music Room

RO=ROSCCO Office

TL=Teacher's Lounge

**Call the ROSCCO OFFICE 203-609-9027 if you are unable to contact your child's site.**

**ROSCCO BEFORE AND AFTER SCHOOL ACTIVITIES PROGRAM**



ROSCCO BEFORE PROGRAM\_\_\_\_\_ AFTER SCHOOL PROGRAM\_\_\_\_\_ School\_\_\_\_\_

NAME OF FATHER\_\_\_\_\_

MOTHER\_\_\_\_\_

PHONE: Home\_\_\_\_\_

PHONE: Home\_\_\_\_\_

Work \_\_\_\_\_

Work\_\_\_\_\_

Cell\_\_\_\_\_

Cell\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_ Birthday\_\_\_\_\_

**Written Plan for Accident/Illness Emergency**

- 1. Staff will contact parent or other authorized adults regarding illness. A child who is ill or is not feeling well must be picked up from the program.
- 2. In the case of an accident/emergency, certified staff will assess situation, call 911, administer First Aid/CPR and call the parent or authorized adults to notify them of the accident/emergency.
- 3. If 911 is called the child will be taken to the hospital via ambulance.
- 4. Parents or authorized person should be present at the hospital for any medical attention to be given to the child. Authorized adults include child’s physician, relatives, friends, etc.

List two people we can phone in case of emergency when the parents cannot be reached. (The persons listed below are also authorized to pick-up my child.)

1. Name:\_\_\_\_\_ Relationship\_\_\_\_\_

Phone (Home)\_\_\_\_\_ (Work)\_\_\_\_\_

2. Name:\_\_\_\_\_ Relationship\_\_\_\_\_

Phone (Home)\_\_\_\_\_ (Work)\_\_\_\_\_

STAMFORD HOSPITAL will be used for all local emergencies. The nearest hospital will be used when on field trips.

NAME OF CHILD’S PHYSICIAN & PHONE:\_\_\_\_\_

Please list your child’s health conditions, allergies or other concerns that we should know about?  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child need medication for the condition? No \_\_\_ Yes\_\_\_ If yes, does your child need emergency medication at ROSCCO? NO \_\_\_ YES\_\_\_ If you responded YES, you must provide ROSCCO with a completed Medication Authorization Form and an Emergency Health Care Action Plan issued by your child’s physician before your application is complete and a start date issued.**

I \_\_\_\_\_ (parent’s name) understand that in case of emergency, first aid will be administered and the parents or other designated responsible individuals will be notified. I give permission to the **ROSCCO** staff to obtain emergency medical treatment for my child. I understand **ROSCCO** is not responsible for the cost of emergency treatment or for medical care given by emergency medical personnel. I also understand that all expenses incurred are the responsibility of the parent.

INSURANCE CARRIER:\_\_\_\_\_ POLICY#\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**ROSCCO BEFORE AND AFTER SCHOOL ACTIVITIES PROGRAM  
REGISTRATION/EMERGENCY FORM** **Page 3**

CHILD'S NAME: \_\_\_\_\_ SCHOOL \_\_\_\_\_

**COMMUNICATION WITH SCHOOL Personnel and HOMEWORK PROCEDURE**

\_\_\_\_\_ In order to facilitate a smooth and seamless transition between the school day and the ROSCCO Program, I authorize the ROSCCO staff to communicate with my child's school staff, (classroom teacher, social worker etc.) to discuss my child's pertinent information and/or progress, as necessary.

\_\_\_\_\_ If my child has homework, my child is required to do it at **ROSCCO**. I understand that it is my child's responsibility to indicate that he/she has assigned homework and that scheduled supervised homework time is approximately 30 - 40 minutes daily.

\_\_\_\_\_ My child is not required to do his/her homework at **ROSCCO**. I do understand that my child will be offered an alternate quiet activity during group homework time (reading, table games, puzzles).

**AUTHORIZATION TO PICK-UP**

Parents/guardians and persons listed as emergency contacts are authorized to pick-up my child. The following is a list of additional persons to whom **ROSCCO** is authorized to release my child.

**NAME** **RELATIONSHIP TO CHILD** **PHONE NUMBER/CELL**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_ I understand that I or an adult whom I have designated above will be responsible for picking up my child promptly by the end of the After School Activities Program at 5:30 p.m. I understand that there will be a surcharge of \$1 per Minute for children who are picked up after 5:30 p.m. and that this fee is due by the end of the week which the Late Pick-Up occurred.

**SCHEDULED OFF-SITE FIELD TRIPS**

\_\_\_\_\_ I hereby give my permission for my child to participate on scheduled off-site ROSCCO Field Trips. I understand that the field trips will be listed on the Monthly Calendars issued to parents. I also understand that all Field Trips will be supervised by ROSCCO staff and transportation will be via School Bus.

\_\_\_\_\_ I do not give my child permission to participate on scheduled off-site ROSCCO Field Trips. I understand that my child will not participate in the ROSCCO Program on Scheduled Field Trip days and that I will pick up my child at school dismissal.

**ON-SITE FIELD TRIPS** \_\_\_\_\_ I understand that on-site field trips to other areas in the school building will be scheduled as needed due to shared school building space use.

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the ROSCCO Parent Handbook and understand the program policies and procedures. Furthermore, I acknowledge that the techniques used to manage child behaviors have been discussed with me and that these will be reviewed with me as needed during my child's enrollment in the ROSCCO Programs.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# ROSCCO MEDICAL RELEASE FORM

SCHOOL \_\_\_\_\_

ROSCCO BEFORE PROGRAM \_\_\_\_\_

AFTER SCHOOL PROGRAM \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ GRADE \_\_\_\_ CLASSROOM \_\_\_\_\_

NAME OF FATHER \_\_\_\_\_ MOTHER \_\_\_\_\_

RE: PHYSICALS AND IMMUNIZATIONS:

I understand that state law requires that licensed school age child care programs maintain a medical record, including proof of immunizations, for each child enrolled. I understand that it is the parent's responsibility to provide these medical records and emergency medication if required by doctor's orders. I understand these records are a registration requirement of the ROSCCO Programs and will be kept on file as part of my child's registration information.

In addition, I authorize the ROSCCO Executive Director and/or Director of Before and After School Activity Programs to communicate with the school nurse of my child's school. Further, I authorize the School Nurse to communicate to the ROSCCO Executive Director and/or Director of Before and After School Activities Program any medical concerns regarding my child's health.

Signature of PARENT/GUARDIAN \_\_\_\_\_ Date \_\_\_\_\_

## ROSCCO MEDIA RELEASE FORM

From time to time we are visited by media representatives (newspapers, local television stations, etc). The following grants permission for your child to participate in media coverage relating to the **ROSCCO** Before and After School Programs when the occasion arises.

I give \_\_\_\_\_ do not give \_\_\_\_\_ my son/daughter/ward \_\_\_\_\_ permission to participate in a filmed or taped TV/radio/video interview for broadcast or photograph for newspaper/magazine/book publication and/or ROSCCO web page.

I understand this participation will be related to the **ROSCCO** Program in which my child is enrolled.

Signature of PARENT/GUARDIAN \_\_\_\_\_ Date \_\_\_\_\_

# STATISTICAL INFORMATION

From time to time we are required to furnish statistical information. The following are questions that we ask you to answer. The information on this form is confidential and will be used only to administer our programs and for aggregate statistical information.

Today's Date: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Parent's Name \_\_\_\_\_

Relationship to participant: (circle) mother, father, guardian, relative, other \_\_\_\_\_

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Ethnicity/National Background: \_\_\_\_\_ Primary Language (if not English) \_\_\_\_\_

Parent's highest grade in school or college completed: (circle highest)

High school College  
K 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 Graduate/Professional

If applicable, highest grade in school or college spouse/partner completed: (circle highest)

High School College  
K 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 Graduate/Professional

How did you hear about \_\_\_\_\_ the program you are enrolling in?

- newspaper/television/radio(circle)
- school publicity
- friend/neighbor
- relative
- referred by state agency
- referred by child care provider
- called ROSCCO Office
- referred by other FRC service
- Other \_\_\_\_\_

Family income: \$0-\$15,000 \_\_\_\_\_ \$15,000-\$30,000 \_\_\_\_\_ \$30,000-\$45,000 \_\_\_\_\_  
\$45,000-\$60,000 \_\_\_\_\_ \$60,000-\$75,000 \_\_\_\_\_ \$75,000 above \_\_\_\_\_

\*\*\*\*\*

## ACCEPTANCE

I have read the **ROSCCO 2019-2020** Before and After School Parent Handbook regarding the program philosophy, program policies, general program operations and financial policies.

I understand all the information and conditions of my child's registration and accept them while my child is enrolled as a participant in the ROSCCO Programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel**

In Connecticut schools, licensed Child Day Care Centers and Group Day Care Homes, licensed Family Day Care Homes, and licensed Youth Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the State Statutes and Regulations. Parents/guardians requesting medication administration to their child shall provide the program with appropriate written authorization(s) and the medication before any medications are administered. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription.

**Authorized Prescriber's Order (Physician, Dentist, Optometrist, Physician Assistant, Advanced Practice Registered Nurse or Podiatrist):**

Name of Child/Student \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Today's Date \_\_\_/\_\_\_/\_\_\_

Address of Child/Student \_\_\_\_\_ Town \_\_\_\_\_

Medication Name/Generic Name of Drug \_\_\_\_\_ Controlled Drug? YES NO

Condition for which drug is being administered: \_\_\_\_\_

Specific Instructions for Medication Administration \_\_\_\_\_

Dosage \_\_\_\_\_ Method/Route \_\_\_\_\_

Time of Administration \_\_\_\_\_ If PRN, frequency \_\_\_\_\_

✦ **Medication shall be administered: Start Date:** \_\_\_/\_\_\_/\_\_\_ **End Date:** \_\_\_/\_\_\_/\_\_\_

Relevant Side Effects of Medication \_\_\_\_\_ None Expected

Explain any allergies, reaction to/negative interaction with food or drugs \_\_\_\_\_

Plan of Management for Side Effects \_\_\_\_\_

Prescriber's Name/Title \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Prescriber's Address \_\_\_\_\_ Town \_\_\_\_\_

✦ **Prescriber's Signature** \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian Authorization:**

- ✓ I request that medication be administered to my child/student as described and directed above
- ✓ I hereby request that the above ordered medication be administered by school, child care and youth camp personnel and I give permission for the exchange of information between the prescriber and the school nurse, child care nurse or camp nurse necessary to ensure the safe administration of this medication.
- ✓ I have administered at least one dose of the medication with the exception of emergency medications to my child/student without adverse effects. (For child care only)

✦ **Parent/Guardian Signature** \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Parent /Guardian's Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*\*\*\*\* **SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL** \*\*\*\*\*

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse (if applicable) in accordance with board policy. In a school, inhalers for asthma and cartridge injectors for medically-diagnosed allergies, students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian or eligible student.

Prescriber's authorization for self-administration:  YES  NO \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian authorization for self-administration:  YES  NO \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**STAFF** approval for self-administration:  YES  NO \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

✦ Today's Date \_\_\_\_\_ Printed Name of **ROSCCO STAFF** Receiving Written Authorization \_\_\_\_\_

Date \_\_\_\_\_ Printed Name of **Site Coordinator** Receiving Medication \_\_\_\_\_



**Site Coordinator Signature**