

*Bristol Warren Regional School District*  
**Bristol Warren Family Resource Center**  
**A Child Opportunity Zone (COZ)**  
*School-Based Child Care Programs*

# Parent Handbook

2022-2023

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COZ Coordinator: Amy Bratsos Email: [amy.bratsos@bwrsd.org](mailto:amy.bratsos@bwrsd.org) Phone: 401-245-1460 x 8077

Hugh Cole School  
50 Asylum Road  
Warren, RI 02885  
401-245-1460 x 8076  
[www.bwrsd.org](http://www.bwrsd.org)

## **1. Program Description**

Welcome to the Bristol Warren Before & After School Child Care program!\* We are a Rhode Island DCYF licensed program administered by the Child Opportunity Zone (COZ), part of the Bristol Warren Regional School District. This high quality school-based program provides a nurturing and supportive environment for students in kindergarten through grade five. The curriculum supports that of the school district and consists of group recreational activities, enrichment programs and structured free-play time. All our activities have built-in opportunities for learning; therefore, constructive activities are the backbone of the program.

Additional (optional) full day programs are offered during most professional days, as well as during the Spring break and summer vacations. During the full day programs, art, music, sports, cooking, science, physical fitness, community service, and other activities are more fully explored. Families already enrolled in the Before & After School program are offered slots in the full day programs prior to them being offered to the general public.

The Child Opportunity Zone is committed to offering on-going staff training to comply with DCYF regulations and to ensure that group activities are fun, developmentally appropriate, and safe. To maintain stability and decrease staff turnover, professional responsibilities are delegated to each caregiver according to his or her level of education and experience. Parents, staff and students contribute to the overall success of the program, and input is encouraged from all.

The COZ Before & After School and Summer Camp Program is managed - in accordance with Bristol Warren School District - by the Governance Board of the COZ/Family Center. The COZ program reserves the right to change the program's method of operation, enrollment fees, hours of operation, and/or any or all aspects at any time and in any manner.

Thank you for choosing us to care for your child!

\*Modeled on the 21<sup>st</sup> Century Yale University Program at New Haven, CT.

## **2. Enrollment Process**

### **Enrollment Process – School Year/Summer Programs:**

1. Parents/guardians wishing to enroll their child(ren) in the program need to complete an enrollment packet for **each** child. Completed applications should be turned in to the COZ office in Warren at least two week prior the requested start date. In order for your child to attend COZ the first week of school a completed application must be handed in by **August 12<sup>th</sup>**.
2. A non refundable \$35 annual registration fee per family is required per calendar year. Checks are made payable to BWRSD - COZ (Bristol Warren Regional School District).
3. Summer applications are required for each student unless enrolled in the current school year accompanied by a \$35 annual registration fee per family, non refundable deposits are required for any weeks of care needed. Deposits cannot be moved after being applied. Details about fees, deposits and deadlines are noted in the summer application packet.
4. The application packet and fees must be submitted to the COZ office at Hugh Cole School, 50 Asylum Road, Warren, RI 02885. Office hours are 8 AM – 4 PM during the school year and 7 AM – 6 PM most of the summer. Call 245-1460 x 8076 if you have questions, or plan to drop off materials.
5. No child will be enrolled, nor will he/she be allowed to attend the program, until all forms have been completed and returned and payments have been submitted.
6. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

### **Enrollment Process - Full Day Programs (school vacation weeks and/or teacher workshops):**

Families have to sign up *separately* for each specific full day/vacation week program they want their child to attend. Details about fees, deposits and deadlines are noted on each flyer.

### **3. Financial Assistance**

#### **1. Applicants - RI Department of Human Services (DHS) Child Care Assistance:**

Tuition assistance is available to qualifying families under the guidelines of the RI Department of Human Services' Low-Income Child Care Fund. For information and/or an application, visit the DHS website at [www.dhs.ri.org](http://www.dhs.ri.org) or call the DHS information line at 401-462-5300. COZ requires DHS recipients to pay the application fee of \$35 per family as well as \$25 per week for up to four (4) weeks while on pending status. After that, full rates will apply. Any over payments accrued during that time will be refunded or applied to co-pays. Please contact our office if you need assistance completing the application.

### **4. Fees and Payment Policy**

Because the program is staffed according to the daily number of *expected* children, and staff is paid whether or not enrolled children attend, the following rules apply:

- A \$35 annual registration fee - per family - is due once per calendar year when enrolling in summer camp, full days and/or before and after.
- **Fees are due on Friday for the upcoming week of childcare.** A late fee of \$10 per day will be charged for late payments.
- Payment may be paid by check or on [myschoolbucks.com](http://myschoolbucks.com). Checks should be made payable to the Bristol Warren School District - COZ or "BWRSD - COZ".
- **Payment is expected for your requested schedule. No days may be substituted for regularly scheduled days.** With notification and available space, however, extra days may be added.
- If a child is absent **\*for an entire week** due to illness or vacation, the fees will be reduced by 50% ***provided we are supplied*** with a doctor's note for the illness, or are notified at least two weeks prior to any week-long vacations. **You will be charged your regular schedule of care in all other cases of absenteeism.**
  - ***\*In order to be eligible for this discount your child must be scheduled for a FULL week of care (Monday-Friday)***
- If your account is more than **two weeks overdue** your child will not be able to attend COZ until your balance is paid in full.
- For each check returned for "insufficient funds," the parent/guardian will be required to pay a \$30 handling fee **plus** he/she may also (at the discretion of the Program Manager) be required to pay all future balances by cash or money order.
- Fees for additional children in the same family are 20% less than fee for the first child.
- A late fee of \$25.00 will be applied to your childcare payment for any students being picked up **after 6pm** (and 4pm for full day programs)

## 5. Schedule Changes

Schedule changes require **ten business days** to take effect. Changes must be made with the site coordinator or program manager via email or in writing. No verbal changes will be accepted.

## 6. Arrivals, Departures & Hours of Operation

See below for information about our sites and the type of care offered. Please see page 7 for information about **Dates of Operation**, school cancellations, and any of our full day programs. Families in our Before and After School program will have the first chance to sign up for slots in our full day programs.

### ARRIVAL: ALL CHILD CARE PROGRAMS

#### BRISTOL/WARREN – Colt Andrews, Guiteras, Hugh Cole and Rockwell School Programs:

All students attend the program at the school in which they are students. Parents are responsible for transportation to the site, which opens at 7:00 AM. Children should be accompanied into the building and signed in by the adult. \*\* At this time, parents will not enter the building. Drop off will be done outside.

### DEPARTURE: ALL CHILD CARE PROGRAMS

#### BRISTOL/WARREN – Colt Andrews, Guiteras, Hugh Cole and Rockwell School Programs:

Parents must sign out with the assigned staff person and will be asked to show picture ID until they become known to the staff. \*\* at this time, staff will sign your child out

Parents/Guardians named on the application will be allowed to pick up their child/ren unless legal documents stating otherwise are furnished to the program.

Parents must name one alternate adult – over the age of 18 - who has permission to pick up their child/ren. Prior notification listing these adults, along with their license numbers is required. At pick up, these adults must present a picture ID until they become known to the staff.

**The COZ program closes at 6 PM.** (Late pick up fee: \$25.00) **Full day program closes at 4pm**

Please take this into consideration when a payment needs to be made.

*Vacation & Summer Program: same as above.*

## 7. Absenteeism

ANY TIME YOUR CHILD WILL BE ABSENT FROM OUR **AFTERSCHOOL** PROGRAM, YOU MUST LEAVE A MESSAGE ON THE COZ SITE PHONE IN ADDITION TO NOTIFYING YOUR CHILD'S SCHOOL. In other words, if we are expecting your child, it is your responsibility to let us know when he/she will not be attending.

**Each of our sites has its own telephone number, with an answering machine, that is operational 24 hours a day. The phone numbers are listed below:**

**Andrews: 401-418-0579 Guiteras: 401-418-9991 Hugh Cole: 401-639-8814 Rockwell: 401-418-1013**

## **8. Reports of Child Abuse/Neglect**

As a mandated reporter, we are required to report any suspected cases of child abuse or neglect. In some cases we are instructed by the Department of Children, Youth and Families not to notify the parents/guardians of the report. Please understand that we are legally bound to comply with these guidelines. **PLEASE NOTE:** Children will not be released to anyone who is suspected of being under the influence of alcohol or drugs.

## **9. Parent Involvement**

Daily communication with the Site Coordinator is encouraged. Newsletters will be disseminated monthly and family events will be held throughout the year. Like us on Facebook for current updates.

## **10. Breakfast/Snacks**

**BEFORE SCHOOL PROGRAM:** A healthy breakfast is provided to students in the morning program.

**AFTER SCHOOL PROGRAM:** Your child will be provided with a healthy snack and beverage in the afternoon program.

**SUMMER/FULL DAY PROGRAMS:** In the full day/summer programs, children are served breakfast as well as morning and afternoon snacks and beverages throughout the day and at lunch. Children should bring a bag lunch (that does not require heating or refrigeration) during the full day program.

Children should not bring sweets or snacks (including soda, gum or candy) unless indicated by a doctor's note. Under no circumstances should parents drop off breakfasts or fast food meals. Nutrition, health and exercise are embedded in our program's curriculum. Children have choices and are invited to participate in the planning (and sometimes cooking) of their snacks.

## **11. Staff**

The staff includes a site coordinator at each location plus assistant childcare providers to maintain a ratio of one staff member to 13 or fewer students. Each site coordinator possesses a Master's, Bachelor's or an Associate's degree in elementary education or related field and has experience working with children. All staff members meet the educational, experiential, screening and health requirements specified by Department of Children Youth and Families and the Bristol Warren Regional School District. At least 20 hours of training (aligned with the philosophies of the *School of the 21st Century* and the school district) are offered yearly to staff to ensure that the curriculum meets the needs of the students and families. The COZ Coordinator is responsible for overseeing staff development and implementing the program's goals.

## **12. Toys & Personal Belongings**

The Program will ***not be responsible*** for a child's toys or personal belongings; therefore, with the exception of books, children are not allowed to bring toys, CDs, electronic equipment, cell phones, etc. to our program. Should any of these items show up, they will be turned over to the Site Coordinator until the parent arrives. The program has ample toys, games and music for children to use and share.

## **13. Discipline & Behavior Management**

The COZ Discipline Policy is one that emphasizes both fairness and the development of a courteous, polite and responsible child. The philosophy behind the Discipline Policy is that each child is responsible for him or herself. Setting limits, giving choices, natural and logical consequences, positive redirection, encouragement and time-outs are used to foster the COZ discipline philosophy. ***At no time*** will any child be subjected to abuse or neglect or to cruel, unusual, severe, or corporal punishment such as hitting/spanking, verbal humiliation or yelling or the withholding of food, rest or bathroom privileges. In the best interest of your child and/or other

children involved in the program, the COZ coordinator reserves the right to suspend any child for chronic behavior problems.

*In cases of infractions of the rules— or in incidents where a child is causing physical or emotional harm to others in the program, the site coordinator will submit a written report to the parents.*

1. Parents will be asked to sign any report regarding unacceptable behavior and will be asked to work with the staff to find new strategies to correct the behavior. *These behaviors include: swearing, teasing, or other inappropriate language or gesture, provoking or fighting with others or inappropriate physical contact, failing to follow safety or discipline procedures, leaving the activity space or premises without permission, talking back or failing to pay attention to COZ staff, disruption of COZ activities, misuse or disrespect of others property (including COZ property) and endangering self and others.*

2. If the behavior occurs again, parents will receive a second written report, in addition to a request for a conference to discuss an action plan. (We may notify the school social worker, principal and/or therapeutic services.)

3. If a third written report is issued, the child will be suspended from the program. Students can also be suspended for lack of payment or refusal to follow policies.

**Destruction of Property:** The COZ program operated in the Bristol Warren Regional School District buildings. We consider it our responsibility to absorb the costs to repair or replace property (to building or equipment) that is damaged through normal wear and tear during our program’s operation. Parents, however, will be responsible for repair (or replacement cost) to any property deliberately and/or maliciously damaged by their child.

### **14. Health & Safety**

As a licensed child care facility, we meet or exceed all health and safety standards of the Bristol Warren Regional School District as well as those of the Rhode Island Department of Children, Youth and Families.

Children must be able to meaningfully participate in recreational and other group activities as determined by the program staff. Children must not have a medically determined health condition, which would preclude his/her participation. Reasonable accommodations are provided for children’s participation except when such accommodations fundamentally alter the nature of the program, or when such accommodations require one-on-one supervision.

Any required medications will have to be appropriately administered by the school nurse before the end of the school day, prior to the childcare program.

The parent (or the designee) will be called to pick up their child if any of the following symptoms are exhibited:

Abdominal pain	Green Nasal Discharge	Ringworm
Diarrhea	Head Lice	Severe Red or Sore Throat
Coughing, severe	Impetigo, lice	Undiagnosed rash
Fever-oral temp 100° or axillary temp 99°	Pink eye with white or yellow discharge	Vomiting
<b>Any other condition that in the opinion of the staff requires that the child be picked up.</b>		

\*\*We will follow the BWRSD and the RI Dept of Health COVID policies for the 2022/2023 school year\*\*

### **15. Medication**

- The only medications COZ will **hold** onto are EpiPens and Inhalers.
- The only medication COZ will **administer** is an EpiPen.
- Prior to your child’s first day please hand in the medication authorization form signed by your child’s doctor and their EpiPen and/or inhaler with the pharmacy label attached.

- The EpiPen and/or Inhaler will be kept until the end of the school year.
- **If we do not have the Inhaler and/or EpiPen, pharmacy label and doctors authorization your child will not be able to attend COZ before or after school.**

(We do not have access to the school nurses files/medications)

## **16. Snow Days/ Emergency Closings/School Delays Policy:**

1. If the Bristol Warren Regional School District closes school for any reason, the Before & After School Child Care programs ***will be cancelled.***
2. If the Bristol Warren Regional School District is delayed in the morning, the COZ Before School Program ***will be cancelled.*** *Parents (or their designee) who would normally drive their children to our program are responsible for driving their children directly to the school which they attend. Please note your school's publicized start time when a delay is in effect.*
3. If the Bristol Warren Regional School District is dismissed early, the COZ After School Program ***will be cancelled.*** *Parents (or their designee) who would normally pickup their children at our program are responsible for picking up their children at the school which they attend.*
4. If the Bristol Warren Regional School District closes a school for any other reason, COZ will be closed. We will reopen a full day program if it is safe to do so and if school is closed for an extended period of time. COZ may also close at any time if the program cannot be staffed. Parents will be notified immediately of any closings..

### 5. **2022-2023 School Closings**

September 5- Labor Day  
 September 13- Primary Day  
 October 10- Columbus Day  
 November 8- Election Day  
 November 11- Veterans Day  
 November 23-25- Thanksgiving Recess  
 December 23-January 2- Winter Recess  
 January 16- Dr. Martin Luther King Jr Day  
 February 20- President's Day  
 \*February 21-24 February Recess  
 \*March 13- Distance Learning Day  
 April 7- Good Friday  
 \*April 10-14 Spring Recess  
 \*May 10- Distance learning day  
 May 29- Memorial Day

\* COZ will be open for a full day program with enough enrollment. The hours will be 7am-4pm. No COZ child care will be provided on other holidays, cancelled days or days with no school.