



**PARENT  
HANDBOOK  
2024-2025**

**[www.soncca.org](http://www.soncca.org)**



# SONCCA 2024-2025 PARENT HANDBOOK

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**SONCCA E.I.N. # (Tax I.D. Number): 06-1155484**

*These handbook policies do not constitute a contract, and SONCCA reserves the right to modify or eliminate any of the existing policies at any time, with or without notice.*

# SONCCA PARENT HANDBOOK

**SONCCA (Seymour-Oxford Nursery & Child Care Association, Inc.)** was organized in 1985 to provide affordable before- and after-school programs for children of school age living in Seymour and Oxford while their parent(s) are working or participating in an established training program.

SONCCA's licensed centers are located in three schools: Bungay School and Chatfield/LoPresti School in Seymour; and Quaker Farms School in Oxford. Our normal hours of operation for the before- and after-school centers are from 7:00 a.m. to the start of school and from school dismissal until 6:00 p.m. on all regularly-scheduled school days. Centers will be open on all scheduled half days.

Committed to quality, our trained professional staff provides planned daily activities including arts and crafts, community service learning activities, seasonal projects, story time, homework time, quiet recreational activities and both indoor and outdoor free play. A snack is provided during each after-school session at all of our centers. Parents are welcome to visit any site during the regular hours of operation.

SONCCA is governed by a volunteer Board of Directors. Parents are invited to apply for membership on the Board. SONCCA is supported by parent fees, grant funds and private contributions. Tax-deductible contributions may be made to SONCCA through the United Way donor option plan or by direct contribution. To maintain high quality but keep parent fees low, the Association is also involved in fund raising activities. **Parents are encouraged to be involved by assisting with fund raising events and/or participating on the Board Committees.**

Any concerns, questions or suggestions may be discussed with the Site Supervisor, Executive Director or Bookkeeper. **The Office Staff can be reached by calling the SONCCA office at 203-888-1655 weekdays between the hours of 9:00 AM and 5:00 PM.** If the staff is unavailable, please leave a message on the answering machine. Your call will be returned as soon as possible. You may also write to SONCCA, Inc., 256 Bank St, Seymour, CT, 06483, in care of the Executive Director, Bookkeeper, or Chairman of the Board of Directors.

## TELEPHONE NUMBERS

Bungay Center..... 203-906-0439  
Chatfield/LoPresti ..... 203-446-6163  
Quaker Farms .....203-343-5781  
Center School ..... 203-893-5250

SONCCA Administrative Office ..... 203-888-1655

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**DISCIPLINE POLICY AT SONCCA CENTERS**

Guidelines are set and followed to ensure the safety of each child and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility; therefore:

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used.
3. School and SONCCA property is treated with respect.
4. All persons shall follow safety rules and/or directions from the staff.
5. A peaceful atmosphere will be maintained.
6. Smoking is prohibited in all SONCCA Centers and in any area where children are present.
7. Bullying and discrimination will not be tolerated.

Rules will be discussed with the children, allowing them to have a voice in the implementation of the rules that will then be posted. Children will be consulted for daily planning in order to afford them opportunities to be creatively involved in areas of interest. Group size will be monitored. Individual children will receive guidance to redirect behavior. The handling of each situation depends on the developmental level of the child and the specifics of the incident.

In order to protect the well-being of the children in the program, the Site Supervisor and Executive Director are authorized to suspend anyone who fails to follow the Rules of Conduct or endangers any of the children in any way. If any child or family member is unable to function cooperatively within the framework of the program, SONCCA reserves the right to terminate the child's enrollment.

Parents will discuss SONCCA's behavior policies with a SONCCA staff person and sign a form to that effect.

**PROCEDURES FOR DEALING WITH MISCONDUCT**

1. Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.
2. Individuals will be asked to change inappropriate, disruptive or unsafe behavior.
3. Staff will make every effort to redirect the child's behavior. To accomplish this, the child may be asked to take a break away from the group for a short period of time, not to exceed five minutes. The child will have an opportunity to regain control and discuss the problem with a staff member.
4. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained.
5. Parents will be asked for their support in changing their child's behavior. Continued inappropriate, unchanged behavior may result in suspension or dismissal from the program. Usually parents will receive a written, thirty-day notice of the pending dismissal of their child. Depending on circumstances, parents may be given less than a thirty-day written notice of their child's pending dismissal.
6. Parents should feel free to consult with the Site Supervisor or the Executive Director regarding their child's conduct. If necessary, they may also bring the matter to the attention of the Board of Directors for consultation.
7. All violations will be properly documented in the form of a written incident report (See Attachment: Exhibit-B). The written incident report will be reviewed with the parent/guardian and documented in SONCCA files. Confidentiality will be maintained at all times.

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**GENERAL OPERATIONAL POLICIES**

**ENROLLMENT:**

Enrollment is open to any child age 5 and up who is enrolled in school grades K through 5 if the program is able to meet the needs of the child and the child can interact appropriately in a group setting. Enrollment shall be granted without discrimination with regard to gender, race, ethnicity, and religion. There is no probationary enrollment. A parent or guardian may elect to withdraw his/her child at any time. Please refer to withdrawal policy guidelines on Page 9.

Each year, parents will be asked to complete several state-required enrollment forms before their child can participate in the program. These forms remain at the centers and contain emergency information, permission agreements and release authorizations. Parents are also required to provide a copy of their child's most recent health record at the time of registration. **Children will not be allowed to attend SONCCA without a health record on file.** A copy of the health record can be obtained from your health care provider or from the school nurse.

To begin the SONCCA program on the first day of school, registration forms must be received two weeks prior to the first day of school. At all other times of the year, registration forms must be received three business days prior to the requested program start date.

**SCHOOL RELEASE NOTIFICATION POLICY:**

Although SONCCA provides the school with a list of names of children attending SONCCA, the school requires that you send a note with your child the first day of school to notify the teacher and to confirm your child's schedule. A School Release Form is included in the Registration Packet. Please be sure to complete the top and bottom portions of the form. The top section should be returned to SONCCA to be retained in your child's file. The bottom section should be retained by you to provide to your child's classroom teacher on the first day of school.

## **GENERAL OPERATIONAL POLICIES**

### **CHILD CUSTODY POLICY:**

In the event of a divorce or parental separation, SONCCA should be provided with a copy of a divorce decree or other similar court order awarding custody or physical possession. In the event a divorce is recent and the court document is forthcoming, a letter from the custodial parent's attorney indicating the court's decision will be accepted in the interim. However, a copy of the court document must be provided as soon as it is received. Parents who cannot provide this documentation must understand that SONCCA is legally obligated to release the child according to the dictates of the parent(s) who signed the registration form. Parents unable to abide by this regulation will be requested, in writing, to withdraw their child within 30 days.

**Regardless of childcare tuition agreements made by the court or within the family, full tuition is due by the 10<sup>th</sup> of each month. The child will be withdrawn from the program if the payment is not made in full.**

### **ENROLLMENT INFORMATION CHANGES:**

Any changes in your child's enrollment information must be documented on a Participant Information Change Form (See Attachment: Exhibit A) and be provided to the Administrative Office for processing. It is important to indicate the effective date on which the change will take place. Changes requiring documentation include, but are not limited to:

- Change of Address
- Change of Work or Home Telephone Number
- Change in Emergency Contact
- Emergency Contact Change of Address or Phone Number
- Change in Needed Days/Times of Care

Additional Participant Information Change Forms may be obtained from the Site Supervisor, Administrative Office or SONCCA website.

## **HEALTH INFORMATION REQUIREMENTS & PROCEDURES:**

You will be asked to provide certain medical information concerning your child, including any special health problems such as allergies or requirements for prescription medication. For those children requiring the administration of medication during the hours of enrollment, our policy allows that medication may be administered to a child by a trained staff person with written order of an authorized prescriber and the written permission of the child's parent/legal guardian on file at the site. These Medications include oral, topical, inhalant or injectable medications. To administer medications, SONCCA requires the following: a current, completed Administration of Medication Authorization Form; the medication in its original prescription, child-resistant container stating child's name, physician's name, dosage, date and time medication is to be started and ended and the physician's directions for dispensing; if more than one medication is provided, a written action plan from the physician explaining medication priority; the medication handed directly to the Site Supervisor to be stored in a locked medications storage box either in the refrigerator or locked storage area inaccessible to children; and medications signed into the medication book by parents. Parents are responsible for updating the authorization form and providing unexpired medications. All unused medication will be returned to the parent or destroyed if it is not picked up within one week following the termination of the order.

SONCCA reserves the right to refuse to administer medication for which staff has not been trained or which can be administered outside program time. If a parent does not provide the medication for a child whose physical form states that s/he takes a specific medication, SONCCA needs a signed statement from a physician stating that fact. If the medication on the physical form is one which counteracts an emergency situation, like an asthma attack, an allergic reaction, or a seizure, SONCCA requires an Action Plan signed by the child's doctor.

If your child becomes ill during the program, we will telephone you so that you can make arrangements for the child to be picked up. SONCCA cannot send an ill child to his/her public school class. If your child is injured beyond routine scrapes or bumps, you will be notified immediately and emergency medical personnel will be contacted, if necessary. First aid will be administered by our first aid certified staff. Parents are expected to carry insurance for their children. SONCCA does not carry "medical payments for children" insurance. All accidents will be appropriately documented on an Accident Report (See Attachment: Exhibit C).

Your child should not attend the program if he or she has:

- a fever over 100 degrees;
- a skin or eye infection (pink eye, impetigo, etc.) that could be transmitted to another person;
- diarrhea 2 times in 2 hours;
- vomiting;
- excessive or prolonged lethargy.
- SONCCA follows the school system guidelines with regard to illness and attendance.

**If your child is enrolled in the after-school program, you are required to notify SONCCA staff in the event your child will be absent from the program.** Please call the site location first. If no one is available, please call the office. The office and the sites have answering machines or voice mail. If your child contracts a communicable disease, we ask that you notify the center as soon as possible so that the other parents can be advised of the situation. Your child's identity will be kept confidential.

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## **SNACKS:**

SONCCA will no longer provide snack items in the after school program, a designated snack time will still be provided.

I understand that I must provide my child with a snack for the SONCCA after school program. Snack items should be sent in an appropriate container with an ice pack to keep the items fresh throughout the day.

A child attending the before-school session may bring a nutritious breakfast to be eaten at SONCCA. SONCCA respectfully requests that all foods brought from home comply with the State License recommended guidelines (note suggestions above). Glass containers are not allowed. On occasion, SONCCA will also provide snacks during morning sessions. You will be notified at least one week in advance of such occasion.

## **COMBINED SPECIAL PROGRAMS:**

During the program year, SONCCA sites may combine for a special program. A specific permission slip and transportation permission form will be provided for your signature each time such a program is planned.

## **SIGN IN & SIGN OUT POLICY:**

In the morning, you are required to escort your child to the center door and sign in using initials and time of arrival on the appropriate form. Parents picking up their children from SONCCA are required to sign them out using initials and noting time of departure. Once signed out, the child must remain with the adult. Only the child's legal guardians can enroll a child. They determine who is authorized to pick up that child. The only individuals permitted to sign the child out are the full-time legal guardians and those listed on the current child-release authorization form. **Due to State regulations, there can be NO exceptions to this policy!** It is the responsibility of the parents to alert staff members of custody issues that may affect child release authorizations.

If a child comes to SONCCA directly from school by other than school transportation (for example, Oxford Center School bus), a responsible adult must accompany the child into the center and sign the child in. If a child attends an after-school activity away from the SONCCA center building, an authorized person must bring the child to SONCCA and sign the child in. Notification about the permission slips for an after-school activity must be in your child's site folder.



**ABSENTEE POLICY:**

Parents are required to notify the SONCCA staff in the event that their child will be absent from the program. Please call the site first or parents can text the site phones. If no one is available or the voicemail does not respond, please contact the office. The administrative office and sites have voicemail so that a message can be left.

**Staff/Child Ratio Requirements:**

State law requires one (1) staff member per ten (10) children. When enrollment goes over twenty (20), a third staff member will be hired for the duration that enrollment is over 20. Similarly, when enrollment goes over thirty (30), a fourth staff member will be hired; over forty (40), a fifth staff member will be hired, and so on.

State Regulation, Section 19a-79-4 – Staff, states that there shall be at least two people 18 years of age or older on the premises at all times to care for the children. Therefore, one qualified staff person with a group of ten (10) or less is permitted to remain in one licensed area while another qualified person with a group of ten (10) or less may remain in another licensed area.

**Homework Policy:**

Each program designates a specific amount of time dedicated to homework. Staff will assist children in completing their homework neatly and accurately, however, parents and guardians should continue to check for homework completion and quality. While completing homework is highly encouraged, the staff cannot force any child to do so. If a child does not complete their homework by their choice or parents request, selected educational activities will be available. Alternate homework time activities include, but are not limited to: reading, reading responses, writing prompts, sight word games, brain teasers/ puzzles, math games, coloring, etc.

### **SCHEDULED CLOSINGS:**

As a general rule, SONCCA follows the local school calendar; therefore, days listed as holiday closings for the school are also holiday closings for SONCCA. These may include, but are not limited to: Labor Day, Columbus Day, Thanksgiving Day and the following Friday, the Vacation between the Christmas and New Year's Holidays, M. L. King, Jr., Day, Good Friday, and Memorial Day. Winter and Spring vacations may vary according to the adjustments for emergency closings made by the school system. You will be given notice concerning plans for these vacations.

### **EMERGENCY CLOSINGS:**

#### **SCHOOL CLOSED**

SONCCA follows local school policy regarding emergency closings. If school is closed due to weather or other cause, there will be **NO SONCCA** program.

#### **SCHOOL DELAYED**

If school is delayed, the AM SONCCA program is canceled.

#### **EMERGENCY EARLY DISMISSAL**

All children attending the **regular PM session** of SONCCA must have a form on file with the school explaining what your child should do in case of an emergency early dismissal. Should school be canceled prior to the normal time due to inclement weather or other emergency, the school buildings are closed and the SONCCA PM session is canceled. In these instances, **the SONCCA staff does not report to the school; therefore, it is your responsibility to complete the early dismissal form, go over it with your child, and return it to SONCCA.** SONCCA will keep a copy and provide the school with the original. In an emergency, the school telephone will be in heavy use. Please prepare your arrangements at the beginning of the school year and review them with your child. Send a note to your child's teacher informing him/her of your plans. If you alter your emergency early dismissal plans, you must notify SONCCA, the school office and your child's teacher. For safety reasons, no changes can be made to the plans on the day of the emergency.

SONCCA program closings will not be announced on radio and television. When your child's school is closed, SONCCA is closed. When your child's school has a delayed opening, before-school SONCCA is closed. When your child's school has an early dismissal, after-school SONCCA is closed.

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**PARENT PARTICIPATION:**

At all times parents are welcome to visit when the intent is to view the program. A parent may be an active participant with a group; reading to them, enjoying a game, and taking part in program activities. Removing a child from the group to visit one-on-one with that child for any length of time or on a regular basis is discouraged.

Centers are always collecting odds and ends for projects including, but not limited to, scrap paper, paper rolls, milk cartons or other arts and craft materials. Do you have or know something that will enrich the program? Are you able to knit, sing, dance, play an instrument, new game, etc.? If so, would you be willing to share your talent with us?

**PARENT REMINDERS:**

It is the responsibility of the parent to let us know when:

- Your child is going to be absent;
- You will be delayed in picking up your child;
- You need to change the hours of attendance you requested;
- You have a change of address or phone number at home or work;
- Your emergency contacts have a change of address or phone number;
- Something is happening at home that may be affecting your child;
- Your child contracts a communicable disease;
- You don't understand a procedure, a communication, a request, etc.;
- You are pleased or have a comment about the program.

**PARENT FEEDBACK:**

Your feedback on all aspects of our program helps us to maintain and improve the quality of the services offered. Please share your thoughts and feelings with the staff at your child's site. A Parent Questionnaire is distributed annually for your written feedback.

In the event that you have a complaint or concern regarding the SONCCA program or its policies, please attempt to solve the problem directly with the site supervisor (see attachment: Exhibit D). If the situation remains unresolved, you may contact the Executive Director. If the situation continues or cannot be resolved through these individuals, you may send a written statement to the Chairman of the Board of Directors, c/o SONCCA, Inc., 256 Bank Street, Seymour, Connecticut, 06483.

Your written report should explain the situation, specify the efforts made to correct the situation, and provide an update of the status of the problem. Finally, if all of the above efforts have not resolved the situation, you may send a written report to your site's licensing agent with the State Department of Public Health. Please direct your correspondence to:

Department of Public Health-Day Care  
410 Capitol Avenue MS#12 DAC  
P.O. Box 340308  
Hartford, CT 06134-0308  
1-800-282-6063

### **WITHDRAWAL FROM PROGRAM POLICY:**

1. You must provide a **TWO-WEEK WRITTEN** notice of your intent to withdraw your child from the program. A withdrawal form is attached (See Exhibit E). Please retain a copy for your records and submit the withdrawal form to the Administrative Office. **TUITION FEES AND OTHER CHARGES WILL CONTINUE TO ACCRUE UNTIL A WRITTEN WITHDRAWAL NOTICE IS PROVIDED**, and parents will be responsible for all costs of collection, including but not limited to legal and court fees. Written withdrawal notification must be received in the SONCCA office prior to the 15<sup>th</sup> of the month for a withdrawal date of the 1<sup>st</sup> of the following month and prior to the 30<sup>th</sup> of the month for a withdrawal date of the 15<sup>th</sup> of the following month.
  - Exceptions to this policy may be granted after a review of special circumstances. Written requests should be sent to the Executive Director at the Administration Office.
2. Please be advised that SONCCA will provide you with a written notice of dismissal for any of the following reasons:
  1. Your child's failure to follow the rules listed on page 2 of this Handbook;
  2. Your child's inability to interact successfully and safely in this group setting;
  3. A family member's failure to follow the rules or cooperate with staff.
  4. Delinquency in payment of fees.

### **TUITION AND FEE POLICIES:**

#### **REGISTRATION FEE:**

A registration fee of \$30.00 per child is required to reserve a space for your child. This fee is paid only once during each program year and is non-refundable unless space is unavailable. There is no probationary enrollment.

#### **TUITION FEES:**

Tuition fees are payable in advance, not after service is rendered. They may be mailed or brought to the office at 256 Bank Street. Fees are not accepted at the sites. Fees are calculated based upon a school year of 180 days. This annual fee is divided by 10, the number of months the program operates. August and September are considered to be one month. The monthly tuition is a fixed amount and is due regardless of the number of school days in a month. There is no tuition credit for late openings or early dismissals.

The full-time fees include all scheduled half days.

When a family enrolls two or more children full time, tuition is discounted for each child enrolled after the first child. If the number of sessions is not the same for each child, the child with the most sessions is considered to be the first child.

To simplify bookkeeping, payments are prorated at a minimum of a period of two weeks. Tuition Express, Checks, or money orders are accepted methods of payment; cash payments are not accepted.

Payment made by **Check** or **Money Order** will receive a \$10.00 monthly discount for the full-time enrollment and a \$5.00 monthly discount for part-time enrollment per family.

**FINAL TUITION DEPOSIT:**

A Final Tuition Deposit equal to fifty percent of one month's tuition is due at the time of registration. The Final Tuition Deposit will be applied to the last month's tuition in June or to the final tuition balance upon written notification of withdrawal.

**TUITION PAYMENT SCHEDULE:**

Before the 1<sup>st</sup> of each month, SONCCA delivers a monthly statement as a courtesy reminder to all parents. This should not be considered to be an invoice or bill. Your fixed monthly fee should be paid on time regardless of the receipt of the monthly statement. If monthly tuition payments are not paid on or before the **10<sup>th</sup> of the month**, you will be assessed a late payment fee of \$25.00 each month a balance exists on the account.

If payments are being made through Tuition Express these payments will be processed on the 1<sup>st</sup> of every month. If the 1<sup>st</sup> falls on a non-business day charges will be processed the next business day.

If payments are not made by the **15<sup>th</sup> day of the month** and satisfactory arrangements for payment have not been made with the Executive Director, you will be asked to remove your child from the program until the balance is paid in full.

**It is important to note that all fees including tuition, late fees and drop-off fees incurred must be paid in full no later than the 15<sup>th</sup> of the month. Our payment policies are in place to keep tuition affordable by keeping collection costs low.**

If your child has an **illness or injury lasting three or more consecutive school days**, you may request **tuition credit** by notifying the Executive Director in writing. A physician's report stating the nature of the illness and the return to school date must be provided.

SONCCA does not automatically issue calendar year-end tax statements. Our records are kept on a fiscal year basis (July to June), so calculations must be made to achieve a calendar year-end total. During tax season we require a one-week notice to prepare such a statement. For your convenience, you may prefer to save your cancelled checks or your SONCCA monthly statements to use for tax purposes.

If another person is either partially or totally responsible for payment of the monthly fees, the enrolling parent or guardian will give permission for financial information to be shared with that person by filling out the appropriate section on page 3 of the registration form.

**LATE PAYMENT ENFORCEMENT POLICY**

All late payment fees assessed during any given month must be paid in full no later than the 10<sup>th</sup> of the following month. There will be no exceptions to this policy. Nonpayment of late fees will result in the suspension and/or termination of services until such fees are paid in full. A late payment fee will be added each month after the 10<sup>th</sup> of any month a balance continues unpaid.

**ENROLLMENT INFORMATION CHANGE NOTIFICATION PROCESS:**

A change from the original enrollment schedule may be made due to good cause. Request must be made in writing and received two weeks in advance of the change. More than three changes per program year may require a consultation with the Executive Director.

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**DROP-OFF FEES:**

If your child is registered for part-time service, you may request to utilize the program for a session or a day that your child is not registered to attend. In such instances, a drop-off fee will be charged for the time period utilized. Call the office at least one week in advance to check available space.

- A \$15.00 Drop-off Fee will be billed to your account for any AM Drop Off.
- A \$20.00 Drop-off Fee will be billed to your account for any PM Drop Off.
- A \$25.00 Drop-off Fee will be billed to your account for any Half-Day Drop Off.

**LATE CHILD PICK-UP FEE:**

SONCCA will impose a **late pick-up fee of \$20.00 per 15-minute period per family** on any parent who picks up their child(ren) after the enrolled **block of time**. This late charge will be added to your monthly statement. Any additional charges will accrue after the first 15-minute period. Parents affected by this policy will be given a thirty-day written notice of termination. This late fee is waived for a family's first late pick-up during each school year.

Please be aware that three late pick-ups may be cause for dismissal from the program. If the staff does not hear from you by 6:15 PM, the designated relatives or friends listed on your forms will be contacted to pick up your child. If no one can be reached, 6:30 PM the Staff will contact the Executive Director who will notify the appropriate state agency – DCF (1-800- 842-2288), the Seymour Police Dept. (203-888-2525), or the Oxford Resident State Trooper (203-888-4353). These agencies can provide safe, temporary care for your child in the event you have not contacted the center and no authorized person can be reached.

**RETURNED CHECK FEE/TUITION EXPRESS:**

A **\$25.00 fee** will be charged for each check returned by the bank for any reason. The check plus the fee must be redeemed by cashier's check or money order within 15 days after the date the check is returned. Once a family has had two returned checks, all future payments must be made by cashier's check or money order. In the case of Tuition Express payments, a declined payment, the same policy applies.

**CHILD REFERRAL CREDIT:**

A SONCCA family who refers another family to SONCCA will receive a \$50 tuition credit if the child enrolls in the SONCCA program and remains for at least two months. If you have referred a family, fill out and submit Exhibit F to the SONCCA office.

**DEFINITIONS:**

Part Time – 1 to 3 Days a Week  
Full Time – 4 to 5 Days a Week  
Before School – 7 a.m. to start of school  
After School – school dismissal to 6:00 p.m.

**SONCCA  
INCIDENT REPORT: CHILD**

**Description**

Name of Child: \_\_\_\_\_ Site: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Detailed Description of Incident (Location of Incident, Origin & Cause, Contributing Factors):

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Detailed Description of Action Taken:

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**Incident Management**

Detailed Description of Resolution:

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**Parent/Guardian Notification**

Date of Report: \_\_\_\_\_

Report Submitted By: Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SONCCA  
ACCIDENT REPORT: CHILD**

**Description**

Name of Injured Child \_\_\_\_\_ Site \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Detailed Description of Accident (Location of Incident, Origin & Cause, Contributing Factors):

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Detailed Description of Injury:

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**Accident Management**

First Aid Required: \_\_\_\_\_ Yes \_\_\_\_\_ No      First Aid Provided: \_\_\_\_\_ Yes \_\_\_\_\_ No

Detailed Description of First Aid Provided: \_\_\_\_\_

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Were Protective Gloves Worn? \_\_\_\_\_ Yes \_\_\_\_\_ No      Accident Witnessed by: \_\_\_\_\_

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Was employee exposed to blood or other potentially infectious material? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, Print Name(s) of Employee(s): \_\_\_\_\_

Did Child Continue Activities? \_\_\_\_\_ Yes \_\_\_\_\_ No/Was the Child Transported? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where?: \_\_\_\_\_ Home      \_\_\_\_\_ Hospital/Clinic      \_\_\_\_\_ Physician's Office

Physician's Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Parent/Guardian Notification**

When & Where: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Report Submitted By: Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_



**SONCCA  
PARENT CONCERN REPORT**

**Description**

Name of Parent: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Site: \_\_\_\_\_ AM  
PM

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ PM

Detailed Description of Incident:

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Names of Employees Involved:

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**Incident Management**

Detailed Description of Action Taken:

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Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit D

Parents should complete the top portion of this form, sign and submit to site supervisor.

Site Supervisor will complete lower portion of form and file as required.

1 Copy to SONCCA Office Δ 1 Copy in Employee's File Δ 1 Copy in Child's File

## **SONCCA Withdrawal Form**

Please complete the withdrawal form and submit to the SONCCA Administrative Office two weeks in advance of the withdrawal date. Please keep a copy for your records. The Site Staff cannot accept this form.

I, \_\_\_\_\_, am hereby submitting this form to  
Parent/Guardian Name

inform you that I will be withdrawing my child, \_\_\_\_\_,

from the SONCCA \_\_\_\_\_ program effective \_\_\_\_\_.  
Site Name Date

I am withdrawing my child for the following reason:

\_\_\_\_\_ My work situation has changed.

\_\_\_\_\_ My training/school situation has changed.

\_\_\_\_\_ My schedule has changed.

\_\_\_\_\_ I am no longer pleased with the program.

\_\_\_\_\_ My child(ren) are no longer pleased with the program.

\_\_\_\_\_ Other (please explain below)

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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Transmittal

\_\_\_\_\_ Billing

# SONCCA Family Referral Form

Name of Referral Parent: \_\_\_\_\_

Name of Child Currently Enrolled in Program: \_\_\_\_\_

Site Your Child is Enrolled: \_\_\_\_\_

New Child Enrollment: \_\_\_\_\_

Site of Enrollment: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

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Administrative Use Only

Name of Referral Parent: \_\_\_\_\_

Site: \_\_\_\_\_

Date of Referral Discount: \_\_\_\_\_

Child's Name: \_\_\_\_\_

## Discipline Guidelines

SONCCA's Before and After School Program's discipline policy guidelines and behavior management techniques were discussed with me.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent Handbook Acknowledgment

I have received a copy of SONCCA's Before and After School Program handbook. I understand it is my responsibility to know the policies and procedures of the handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Snack Acknowledgment

\*SONCCA will no longer provide snack items in the after school program, a designated snack time will still be provided.

\*I understand that I must provide my child with a snack for the SONCCA after school program. Snack items should be sent in an appropriate container with an ice pack to keep the items fresh throughout the day.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_