

THE HIDE OUT

Policies & Procedures Manual



IMPORTANT

POLICIES AND PROCEDURES CAN CHANGE ANNUALLY. IT IS THE PARENTS RESPONSIBILITY TO READ AND UNDERSTAND THE MANUAL *THOROUGHLY*.

Updated 1/10/25

*** Calendar on page 24 to hang up on refrigerator ***

OUR MISSION

The Hide Out, a place where every child feels at home.

The Hide Out strives to provide a warm, safe, enjoyable and entertaining place to “come home to” after a hard day at school.

OPERATING POLICIES

PROGRAM GOALS

1. To provide a quality child care service for Shelton families with school aged children, kindergarten through 13 years of age.
2. To provide a safe, clean, secure, and warm environment for all children under our care.
3. To provide a service to parents that is convenient, dependable, and accommodates parents' work schedules.
4. To provide a program offering a variety of recreational, social, and instructional enjoyment to suit each child's age and interest.
5. To develop a staff of trained professionals, dedicated to the safety and well being of each child.
6. To join with parents, schools, and the community in sharing the common concerns and interests of the school aged child.
7. To be an additional resource concerning education, discipline, development, health, and the emotional well being of the child.

PROGRAM

PROGRAM OUTLINE

The before and after school program, as operated under The Hide Out., will be the extension of the established 25 year enterprise, Stepping Stones, Inc. The program name, "The Hide Out", has been designed to convey a specific program image for the children being served, being beyond baby sitter or day care age (in their opinion).

The Hide Out occupies approximately 3,300 plus square feet of indoor space in addition to an extensive outdoor area at the Nike Site, 49 Mohegan Road. The program serves approximately 80 children who reside in Shelton and are registered in the Shelton school system (public and parochial) between Kindergarten and 13 years of age.

The program offers before and after school care and extended days to accommodate parent work schedules during school holidays, most snow days, and summer vacation. The hours of operation allow parents to meet their work schedules and transportation is provided to and from the schools.

DAILY SCHEDULE

BEFORE SCHOOL

6:30 - 7:00	Arrival, Quiet games, Socializing
7:00 - 8:00	Breakfast, Homework completion
8:00 - 9:00	Prepare for school

AFTER SCHOOL ARRIVAL

3:00 - 4:00	Arrival / Group check-in, Bathroom and Snack
4:00 - 5:00	Outdoor Play / Special Activities / Group Time
5:00 - 5:30	Homework / Arts& Crafts / Indoor quiet games
5:30 - 6:30	Indoor activities / Free play

EDUCATIONAL PROGRAM PLAN

Children at The Hide Out will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development. The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

Arts and media, dramatic play, music, fine & gross motor activity, language learning experiences, experiences that promote self-reliance, health education practices, child initiated and staff initiated experiences, exploration and discovery, varied choices in materials and equipment, individual and small group activities, active and quiet play, rest, sleep or quiet activity, nutritious snacks, toileting and clean up

DAYS AND HOURS OF OPERATION

The program will operate year round with a ***Before and After School Program*** operating September through June and a ***Summer Camp Program*** running June through August. Our hours of operation are 6:30 AM - 6:30 PM.

Scheduled closings will include, but are not limited to:

- ~ Labor Day
- ~ Rosh Hashanah
- ~ Yom Kippur
- ~ Thanksgiving Day and the day after
- ~ Christmas Day and the day before and/or after
- ~ New Year's Day and the day before and/or after
- ~ President's Day
- ~ Good Friday
- ~ Memorial Day
- ~ **Possible** day/week before summer camp starts for preparation
- ~ Independence Day or the day before or after if it falls on a weekend
- ~ One week closing at the end of the summer camp for beg clean/fall preparation

In order to accommodate the needs of the working parents, the program will operate on a full day schedule when snow causes schools to close (unless prevented by extreme weather), when schools close for extended vacations, and during summer vacation.

Advanced registration for vacation days and vacation weeks is needed in order not to exceed the maximum capacity allowed. Notice of these days will be sent home several weeks prior to the vacation day. The deadlines given for pre-registration must be adhered to. Registration will be accepted on a first come first serve basis.

DELAY POLICY

DELAYED OPENING:

We can only accept those registered for **BEFORE** school to attend when there is a delayed opening. The program will follow the Shelton School System decision to delay school. Although the Shelton Schools delay 120 minutes, we will only delay 90 minutes. Therefore, we would open at 8:00 Am. **However, there will be times that we feel that we can open on time, so please call 929-0744 and listen to our answering machine.** A new outgoing message will be recorded on our answering machine as soon as any decisions to delay have been made. Check our website, www.Thehideoutshelton.com for updates and our page on facebook.

We will periodically update as the morning goes on. For example, we will announce at 5:30 am saying we are going to delay our opening until 8:00 am but to check back at 7:00 am for an update. Then, depending on the situation, this update may be revised saying: we are going to open up earlier, or open at 9:00 am, or we are going to close.

Due to the increase in the delay opening times the Shelton school system has implemented, we are forced to unfortunately have to charge an extra fee for children who will be attending during a late start, whether it be a 2- or 3-hour delay. A 2-hour delay will now be a daily charge of \$15.00 extra if your child attends and a 3-hour delay will be a daily charge of \$22.50 extra if your child attends. If your child doesn't come on a late start, based on your days signed up, then your account will not be charged any extra. If your child is scheduled to attend based on your days signed up, then your account will be charged whether they come or not. This is due to having to schedule staff in advance based on enrollment numbers.

This charge is regardless of drop off time and Hide Out opening time. We now have to hire additional staff to come in as the school age children are here until either 11:00 am or 12:00 pm which is during the time we have our preschool program going on.

EARLY DISMISSAL POLICY

We will only accept those who are registered for **after school programs**, to attend when school is dismissed early whether it be scheduled or unscheduled. If there is a scheduled early dismissal, we will pick up your child as we normally would at the schools early dismissal time. If there is an unscheduled early dismissal due to weather, we also may choose to close early as well. If such a situation arises we will pick up your child as we normally would at the schools early dismissal time. Parents will be notified by phone at least 1 hour prior to our early closing. If parents find travel impossible, parents **will need to make alternate arrangements** for pick up with the individuals listed on the registration form.

Due to the increase in the staff/child ratios, we are forced to unfortunately have to charge an extra fee for children who will be attending during an early dismissal. A 2-hour early dismissal will now be a daily charge of \$15.00 extra if your child attends and there will be a \$7.50 charge for each additional hour if they choose to dismiss earlier than the scheduled 2 hours. If your child doesn't come on an early dismissal, based on your days signed up, then your account will not be charged any extra. If your child is scheduled to attend based on your days signed up, then your account will be charged whether they come or not. This is due to having to schedule staff in advance based on enrollment numbers.

This charge is regardless of pick up time and Hide Out closing time. We now have to hire additional staff to come in as the school age children are here during the time we have our preschool program going on and again, our ratios have changed.

SCHOOL CLOSINGS

Weather Related Closings

When Shelton Schools close due to weather, the program will open at 9:00 AM. The decision to close the program will be at the sole discretion of the owner and will be made by 8:30 AM. **However, there will be times that we feel that we can open on time, so please call 929-0744 and listen to our answering machine.**

A new outgoing message will be recorded on our answering machine as soon as any decisions to close have been made. Also, check our facebook page and website, www.Thehideoutshelton.com for updates.

We will periodically update as the morning goes on. For example, we will announce at 5:30 am saying we are going to delay our opening until 9:00 am but to check back at 8:00 am for an update. Then, depending on the situation, this update may be revised saying: we are going to open up earlier, or open at 9:00 am, or we are going to close.

We will accommodate all who arrive on school cancellation days up to our capacity limit, which is 1 staff person to every 15 children, as per state regulations. This will be determined on a first come, first serve basis. You need to send your child with a lunch. The cost for a snow day is \$75.00 a day minus your daily rate, regardless of what time you drop off and pick up your child. There will be no rebate or credit applied to your account if a snow day is not used. Your full monthly rate will be charged.

Miscellaneous Closings

When Shelton Schools close due to any of the following, unexpected school closings, changes in school days and hours, such as hybrid and distance learning schedules, national and/or local disasters, public health emergencies, state of emergencies, pandemics etc. the program **WILL** be open and your monthly tuition per your contract is due regardless if your child attends or not.

If your child does not attend our program due to personal absences, personal religious holidays, sickness, hospitalizations, school vacation days and/or weeks, mandated and/or self-quarantines, parents working from home, siblings home from school, or family members visiting, the program **WILL** be open and your monthly tuition per your contract is due regardless if your child attends or not.

When the program has scheduled and unscheduled closings your tuition is due per your contract.

PROGRAM FEATURES

LEARNING CENTERS

Learning centers are specifically designated areas of exploration. The centers include: Drama, Computers, Science, Art, Imaginative Play, Arts & Crafts, Blocks, Listening & Music, Library, and Homework. We feel that children should be given ample opportunities to choose activities that interest them the most. Because they can act upon the activity in their own way, they are not only learning, but also their self-esteem is boosted as activities are completed to their own satisfaction. Learning centers, by design, are age appropriate. This will allow the child to approach the materials at different levels of interest, depending on their age.

SPECIAL ACTIVITIES

Special activities are available for the children attending the after school program. Activity time will be 4:00 P.M. to 5:00 P.M., Monday through Thursday. Children are grouped by age, grade, and interests.

KIDS CHANGING FOR SPECIAL ACTIVITIES

Children who need to be changed into uniforms or dance outfits before they are picked up will be able to do this at either snack time or our scheduled time of 5:00 PM only. Please let us know which days your child needs to be changed and we will make sure they are. We cannot have kids changed in between or after this time as the staff is busy watching the children and doing other scheduled activities and we have to maintain the proper child/staff ratio at all times.

OUTDOORS

The extensive outdoor area will be used daily. Please remember to dress your child appropriately. We will use our judgment in situations based on weather conditions and temperature whether or not children can go outside to play.

MORNING SNACK

Morning snack will be served daily at 6:30 A.M. until 8:00 A.M. only. If you plan on having your child eat at The Hide Out, please have them here before 8:00. If you bring food from home, it cannot be heated.

SNACKS / LUNCH

After school the program will supply snacks. Menus will be supplied and posted. However, these are subject to slight changes. During Vacation days/weeks if your child brings in his/her lunch, we suggest that you send our child's lunch in with either a cold pack or an insulated thermos. We do not refrigerate or microwave food for school age kids. It's too time consuming when we have over 30 kids or more 😊

HOMEWORK

Homework time is from 5:00 - 5:30 Monday through Thursday, and is supervised by staff members. Children must be signed up by a parent in order to participate. Please note that it's up to the child to do their homework and make sure it is completed. The counselors are there only to help if need be, not to go through children's backpacks. Children are accountable for being honest about whether or not they have homework, as well as if it is complete. Children can do homework before the above mentioned time, but will not have a staff member available if help is needed and may also have to do their homework outside at a table in order to maintain staff to child ratio.

DISTANCE LEARNING

In the event that the schools participate in a distance learning format, children who will need to attend the hide out will have access to our internet password for school work only. Children must bring their own devices in order to do their work. If we see that children are using the internet for any other reason than school work, they will no longer be able to bring their devices in.

Children will HAVE to be able to navigate and do their daily work on their own. Staff will be available to help on a very limited basis. Our ratio's only allow 1 staff to 8/10 children at a time, so it is impossible to have a staff member be able to sit with an individual child who cannot read, navigate a device, or who needs 100% instruction for 3-5 hours or more with that many children at a time.

TRANSPORTATION

Transportation to and from your child's school will be arranged as part of the program feature using Shelton school bus transportation, SUV or The Hide-Out Van. Parents must submit the proper form for these transportation arrangements and are further urged to share these details with the school principal and teachers.

Please note: In the event of bad weather and the roads are still not in our opinion not in good driving condition for our 12 passenger van, and or any unforeseen circumstances that would affect the safety and welfare of the children, we will not transport children to school. You will be notified by phone and have the option of bringing your child yourself or having them stay at the Hide Out for an extra charge.

In the event of bad weather, and the roads are starting to become a safety issue and or unforeseen circumstances that would affect the safety and welfare of the children and we feel we cannot pick up your child(ren) from school at the scheduled dismissal time, you will be notified by phone and have the option of picking up your child(ren) yourself or giving the Hide Out permission to pick up your child(ren) earlier than the scheduled pick up time.

In either of the above situations, you will be contacted by phone by a Hide Out staff member and notified of the situation. We will then need in writing, either by email or fax permission to either keep the child at Hide Out or pick up early. It will then be your responsibility to notify your child(ren)s school of any pick up and/or drop off changes. We will then follow up with the school to make sure this is done.

ENROLLMENT

ENROLLMENT ELIGIBILITY

Current enrollment will be given first opportunity to re-register for the next school year. Children going into kindergarten are second and then 1st grade through 13 years of age. The children served must be between the grades of Kindergarten and 7th grade. However, children who are entering Kindergarten in the fall may enroll for summer camp.

REGISTRATION

In order for registration to be considered complete, parents must submit the following

1. Complete registration forms.
2. Provide the Hide Out with the child's health form.
3. Sign the following forms:
 - ❖ Contract/Confirmation
 - ❖ Waiver Form
 - ❖ Permission to be Transported
 - ❖ Release of Information & Photo Release
 - ❖ Permission to Attend for Early Dismissal
 - ❖ Parent manual received, read, and signed
4. Discuss your child's school in writing of your arrangements with The Hide Out.
5. Submit all forms and a Non-refundable yearly registration fee of \$50.00 per child to:

***The Hide Out
49 Mohegan Road
Shelton, CT 06484***

ACCLIMATION TO PROGRAM

To acclimate your child to the Hide Out, we strongly suggest a visit by you and your child. To help with the initial anxieties your child may be faced with, we will take the time to show your child the facility and explain and simplify the routine. We will introduce them to the staff and to the other children. In most instances, the child will recognize another classmate from school. We will do all that is necessary to make the school/Hide Out transition a smooth one for your child. Many times this will involve your child's schoolteacher as well as the parent. We ask that you share any anxieties your child may express to you immediately so that we can help your child to feel more comfortable.

WITHDRAWAL

By parent:

Parents may withdraw from the program for **extreme reasons** such as of lack of work/pay or relocation. However, **enrollment into the program obligates you to the full school year, August through June/August.** Changes in school days and hours, such as hybrid and distance learning schedules, unexpected school closings, national and/or local disasters, public health emergencies, state of emergencies, pandemics, mandated and/or self-quarantines, school vacations, parents working from home, siblings home from school, family members visiting, weather-related closings, Hide Out scheduled and unscheduled closings do not constitute extreme reasons for dropping, and you will be charged for the remainder of the school year.

A written notification of intent to withdraw must be submitted to the Director or other office personnel **at least 1 month** prior to leaving.

Temporary withdrawal is not an option. If you want to reserve your spot during a brief interruption of service, full monthly payments are required. If you do withdraw and wish to re-start, the complete registration procedure will be necessary with no guarantee that your spot will be available.

By the program:

The Director may determine if the program cannot meet a family's needs. Should this be the case, a meeting with the parents and the Director will be called to discuss the problem and to offer alternative solutions to day care needs.

1. Discipline: See Disciplinary Policy on Page 14.

2. Non payment: Non-payment, continued late payment, and repeated incidence of bounced checks and/or declined credit card payments are reasons for dismissal from program. Payment plans to correct a delinquent account can be worked out, however, strict compliance to the payment arrangements is expected.

3. Miscellaneous: Continued violation of policies such as late pick-up, sick policy, bullying, harassment, or parental neglect will be reason for dismissal.

PAYMENT POLICIES

DISCOUNTS

10% OFF THE TOTAL AMOUNT

You must have 2 children attending The Hide Out Full Time ~ M-F
6:30 am drop off and/or 6:30 pm pick up. Applies to school year only.

15% OFF THE TOTAL AMOUNT

You must have 3 or more children attending The Hide Out Full ~ M-F
6:30 am drop off and/or 6:30 pm pick up. Applies to school year only.

REGISTRATION FEE

Initial enrollment requires a \$50.00 NON-REFUNDABLE yearly registration fee per child which will be collected upon registration. Once collected, the registration fee cannot be refunded and/or cannot be used as a credit towards outstanding balances for any reason.

PAYMENT METHODS

All checks are to be made out to: **THE HIDE OUT OR STEPPING STONES INC.** We also accept Visa, Master Card, or cash.

PAYMENT SCHEDULE

Payment is due on the 1st of each upcoming month attending. You are given a grace period to the 5th of the month. If your account is not paid in full by the 5th of the month, your account will then be charged \$5.00 **per day** (excluding weekends) until the 10th of the month. If your account is not paid in full by the 10th of the month, your child will be dismissed from the program as of the 11th of the month. If the 1st falls on a weekend, credit cards will be processed the Friday before.

August tuition: **If school starts during this month, you are obligated to pay for these days, regardless if your child attends or not.**

June tuition: This will be determined in May due to snow make up days.

BOUNCED CHECKS

There will be a \$20.00 charge applied to your bill every time a check is returned for insufficient funds. After the second such occurrence, we will ask that all future payments be made by money order, bank check, cash, or Visa / Master Card. Repeated occurrences may result in dismissal from program.

BILLING

Bills for services will be issued each month approximately 1 week before they are due. It is the parent's responsibility to keep up with the payment schedule. You will also get notices of any extra charges that may occur within each month (snow days, vacation days, late charges, absent fees, etc.). These extra charges are due within 1 week of the notice.

EARLY SCHOOL DISMISSAL & DELAYED OPENINGS

~ Early Dismissals ~ **A 2-hour early dismissal will be a daily charge of \$15.00 extra if your child attends and there will be a \$7.50 charge for each additional hour if they choose to dismiss earlier than the scheduled 2 hours. If your child doesn't come on an early dismissal, then your account will not be charged any extra.**

~ Delayed Openings ~ **A 2-hour delay will be a daily charge of \$15.00 extra if your child attends and a 3-hour delay will be a daily charge of \$22.50 extra if your child attends. If your child doesn't come on a delayed opening day, then your account will not be charged.**

HOLIDAYS / VACATION DAYS & WEEKS / SNOW DAYS

Parents must pay their same monthly tuition REGARDLESS OF DAYS OFF, HOLIDAYS, FAMILY VACATIONS, AND SNOW DAYS. When schools are closed and the Hide Out is open, the charge is \$75.00 per day minus your daily rate. For vacation days/weeks, there will be a signup sheet. **You must sign up by the deadline and pay the extra charges.** If you have pre-registered to attend for a vacation day/week, but choose not to attend, you are still obligated to pay the extra vacation day/week charges. For snow days, when schools are closed and Hide Out is open, you must call ahead to make sure that we have enough staff available to accommodate you. You again are obligated to pay for the full day regardless of drop off and pick up time. **Children cannot come just for the hours that they normally would on a regular school day without your account being charged. Anytime your child attends the Hide Out when schools are closed, you will be charged the extra fees.**

ABSENCES

Parents must pay the contracted monthly fee regardless of any absences in order to secure your child's space in the program. Credits will not be given.

VACATION CANCELLATIONS

Should the need arise to cancel a vacation day reservation it must be done in writing **BEFORE THE PREVIOUSLY SCHEDULED DEADLINE DATE**. Verbal cancellations of vacation days will not be considered official, resulting in your account being charged for those previously reserved vacation days.

SUMMER VACATION

The program will be open during summer vacation for full day care. Pre-registration will be required for summer camp. To allow families the option of taking family vacations without having to pay for services, we will offer the summer schedule in weekly sessions. Splitting sessions with other families is not an option. A one week closing at the end of the summer camp program will be needed to set up for the fall program.

EMERGENCY PROCEDURES

EMERGENCY EVACUATION PROCEDURE

In the event of a **large-scale local accident**, **man-made / natural disaster**, or an **act of terrorism**, where immediate evacuation of the area is necessary, the following procedure will be followed:

- The person in charge will identify the emergency and will call the Shelton Police Department (911) and/or the Fire Marshall (924-1555 ext 24) and calmly and completely inform the official of the situation and await instructions.
- The person in charge will be responsible for executing a safe and controlled evacuation, following the prescribed instructions of the Shelton P.D. or Fire Marshall.
- The person in charge will grab the sign in and out sheets and direct other staff to assemble all children and adults on the premises for a total roll call and count.
- The person in charge will instruct other staff members to re-check attendance and to group the children according to their school in order that the total numbers will be more manageable.
- If transportation is provided by the fire marshall or police department, upon boarding the transportation, each staff member will take a head count of that particular school group. The Director will then take a total head count before leaving the sight. The Director will have in her possession; the daily attendance list and the children's emergency file binder with the registrations.
- One of the following emergency evacuations sites will be used depending on the situation and which is the most accessible. EMS building, Meadow Street (PRIMARY SIGHT) Any City Building, **a.** nearest elementary school **b.** Senior Center **c.** City Hall

ON SITE SHELTER

In the case where the school location or immediate vicinity is entirely closed off and no entry or exit is possible, the following plan will be initiated:

1. Call 911 and calmly explain the situation.
2. Personnel under the direction of The Police Department will assist and set up the location as an on site shelter, providing us with water, cots, and generator for electric power.
3. Make public announcement on facebook page, website, local T.V. stations, and/or radio station.
4. Try to make direct phone contact with parents, and leave a message on the programs answering machine.

EMERGENCY MEDICAL PROCEDURE

In the event of a medical emergency, the following procedure will be followed:

The staff member closest to the victim (person A) will immediately assess the situation, call for assistance, and initiate the proper first aid procedures. The next available staff member (person B) will further assess the situation and report all information to the Director or Head Counselor (person C). Person C will call 9-1-1, retrieve the victim's file, make necessary calls to parents, and assign additional staff members (persons D) to:

1. Occupy the other children,
2. Tend to the parents needs,
3. Watch for Emergency Medical Technicians at the end of the driveway, and
4. Stand at the doorway to allow access for Emergency Medical Technicians.

~ ALL STAFF MEMBERS ARE REQUIRED TO BE FAMILIAR WITH THIS PROCEDURE! ~

EMERGENCY CONTACTS

Alyssa Peterson	347- 761-7172
Huntington Family Dental Group	203-929-6338
Valley Ambulance	911
Griffin Hospital	203-735-7421
Poison Control	1-800-343-2722
Child Abuse	1-800-842-2288
Police Dept. Emergency	911
Police Dept. Routine	203-924-1544
Fire Emergency	911

All local hospitals have been contacted to ensure that our emergency needs can be met if needed. In order for your child to receive treatment if necessary, the registration form must be completed and signed. The completed registration form which gives permission for medical treatment, must accompany the child to the hospital.

LOCKDOWN

In the case where there is a serious threat inside or outside of the facility, the following plan will be initiated:

1. The person in charge will make the announcement, "LOCKDOWN THE BUILDING, REPEAT "LOCKDOWN THE BUILDING. She/he will then call 911 and calmly explain the situation.
2. The person in charge will designate a staff member to make sure the doors and windows are locked and secure as well as have them shut all the lights off.
3. The remaining staff will grab the sign in and out sheets and bring all the kids to the back room, out of view and away from the danger and will make sure that all children are present and accounted for.
4. Staff members will put their cell phones on silent mode.
5. Parents are not permitted access to the building until it is determined that it is safe to do so.
6. The person in charge will remain in constant communication with emergency personnel either by phone or at the scene and officials will determine the duration of the lockdown.
7. Final word on lifting the lockdown will be given by the emergency personnel, school official or person in charge.
8. Parents are called and notified of the situation.
9. If children are outside, playing on playground, direction may be given to send them to the designated emergency site (Mohegan School) if returning to building poses an undue safety risk. The person in charge would then contact the emergency evacuation site and inform them of the groups imminent arrival.

SEVERE WEATHER

Should severe weather conditions create an emergency situation, the Civil Defense Department and/or Public Works Department will be called for advice and instruction. Parents will be notified of the situation and instructions given by phone, email, our website, and/or social media. Our safe location is next door at Mohegan Elementary School, 47 Mohegan Road, Shelton, CT 06484.

For Hide Out delayed openings and closings, notification will be made by social media and a message will be left on the program's answering machine.

If an early closing of the program is necessary, parents will be notified of the situation by phone, email, and/or social media.

FIRE EMERGENCY

1. Notify Director, Head Counselor, or person in charge of the fire and its location.
2. The person in charge will call 911, direct staff, retrieve the sign in and out sheets, emergency binder and call all parents.
3. Counselors will gather children and exit the building, according to the evacuation plans, and escort the children to Mohegan School in a calm and orderly manner. The attendance will be checked once the group reaches a safe distance and again at Mohegan School.
4. The person in charge will designate a staff member to stop any busses at the end of the parking lot where Mohegan School yard begins to receive children at this point.
5. The person in charge will check bathrooms, all program areas, and make special note of "hiding places".
6. Staff will check attendance as children disembark and walk to Mohegan School. A final attendance check at Mohegan School will be made by the person in charge using the master check in/check out list and then children will be released to parents checking off attendance.

VAN ACCIDENT PROCEDURE

Accident with children aboard ~ All accidents including but not limited to major collisions involving another vehicle and/or stationery obstacles, minor accidents/fender benders with another vehicle, poles, trees, fences, ditch, etc.

1. **Immediately dial 911** ~ STAY CALM, Report Location, Report transporting school children, Report the number of passengers, Report passenger condition, Report accident summary
2. **Call the Hide Out** ~ Speak with Katie, Michelle, or the person IN CHARGE, Report the above information, Follow any additional directions
3. **Pull out emergency cards** ~ Have emergency information available for the responding Police and EMT personnel
4. **Address children needs** ~ REMAIN CALM, Keep the children in their seats with the seat belts on, Keep children calm and quiet, Do not move unless in a life threatening situation (fire), Administer First Aid if needed and use universal precautions

If the van is operable and is in a DANGEROUS LOCATION, move to a safer location. Otherwise put on flashers and set out flares, and remain in the accident position until the police tell you to move.

If a passer-by offers assistance ~ Do not allow them aboard ~ Do not allow them to remove children

Only in the most extreme of circumstances where the children absolutely need to be removed from the van can you enlist the help of a passerby.

Accident with no passengers

1. Call the Hide Out
2. Follow instructions
3. Call 911

GENERAL POLICIES

LEFT CHILD / LATE PICK UP

Parents are strongly discouraged from taking advantage of childcare past our closing time of 6:30 PM. Please try to be here by 6:25 PM, as we close at 6:30 PM and it takes time for your child(ren) to gather their belongings and sign out. A \$20.00 late fee for arrival within 10 minutes past the closing time and \$3.00 for every minute thereafter will be added to your tuition. However, should lateness occur, the following procedure will be followed:

- Two staff members 18 years or over, will remain until the child leaves. If the staff must meet other obligations, then alternate staff will be contacted for proper coverage.
- If after waiting 15 minutes past the closing time with no word from the parent, the staff will notify the Director who will attempt to locate the parent or parents.
- If the second parent was located and has picked up the child, a notice of what has transpired should be left on the entrance door for the other parent.
- If parents cannot be reached, staff should call alternate contact persons on the registration form. If the child is released to one of the contact persons, a notice should be left on the entrance door should the parent arrive later.
- If after a reasonable length of time (1/2 hour after closing) all attempts to contact parent or alternate contacts were made, but to no avail, we will consider the child as being abandoned and contact DCF or the Shelton Police Department.

Staff members are cautioned to be aware of the parent's condition if very late. Should intoxication be suspected, the child should not be released, instead the Shelton Police Department will be contacted.

SICK CHILD

All children will be observed upon arrival for obvious signs of sickness. Should a child become ill during the time they are in our care, these steps should be followed:

- The Counselor should direct her attention to the immediate care of the child in attempt to comfort, reassure, and aide the child.
- The Counselor should enlist the help of other staff members to supervise her/his group while she/he informs the Director bringing the child with her/him.
- The Counselor or Director will pull the child's file for specific instructions or precautions. The Counselor or Director will contact the parent who will be instructed to pick up the child at once.
- While awaiting the parent's arrival, the child will be kept calm, comfortable, and away from the other children but within visual contact of a staff member. An isolation area can be set up directly outside of the classroom but within visual contact of the Counselor or if the Director is available to assist in direct care, in the isolation area within the office.
- **If the child cannot be picked up within reasonable time (1 hour latest) by the parent, other arrangements to remove the child must be made.**
- Children with a communicable illness such as chicken pox, strept throat, pink eye, lice, bronchitis etc., absolutely cannot return without a doctor's note and symptom free. Please note children with pink eye cannot return until there is NO discharge. It is at the discretion of Hide Out if a child can return. See lice policy below.
- Children cannot return to the program until 24 hours after a fever has broken or 24 hours after a child has last vomited. Therefore, if your child gets sent home with a fever of 100.00 degrees or higher or vomits at 4:00 PM, they cannot return the next day.
- Severe coughing must be under control to attend our program. The child doesn't need to have a fever or any other symptoms. It is at our discretion to have the parent pick up the child and when the child can return.
- Medications prescribed by a physician can be administered only if a medication form is filled out in full and signed by the physician (located at the end of the manual).
- The parent or doctor must give the first dose of a child's medication.
- No over the counter drugs can be administered without a medication form as well.
- If a child does not go to school, the child may not attend the program that day.

HEAD LICE POLICY

The Hide Out follows the National Pediculosis Association's (NPA) **No Nit Policy**. This policy encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits. Establishing consistent guidelines and sharing information about procedures in advance of outbreaks helps minimize spreading lice. We want to be sure to safeguard the children in our care by taking reasonable measures while being sensitive to the child who has lice. While we understand absence from school and/or child care is a loss of educational opportunity and an inconvenience to working parents, readmitting an infested child is not the solution. Our policy must consider not only who has the lice, but also his/her peers and teachers. All this considered, we feel a **No Nit Policy** is the most sensible approach to keep The Hide Out lice and nit free.

1. Check your children periodically; making sure to pay close attention to the nape of their neck and behind their ears.
2. If you find lice on your child or are told they have lice, call/email The Hide Out immediately.
3. Your child can come back to school **AFTER** 3 treatments **AND** nit free. There can be no nits found anywhere on your child's head.
4. Our nurse consultant who is on site each day will check the children as needed.

ADMINISTRATION OF MEDICATIONS

No medication, prescription or non-prescription, shall be administered to a child without the written order of a physician licensed in this or another state. This also applies to medications prescribed by a dentist. The Hide Out will provide your family with the appropriate forms. This form is a standard form approved by The Connecticut Department of Public Health.

Medications that may be administered are oral medications, topical medications, inhalant medications or injectable medications.

The parent is responsible to have the appropriate form(s) filled out in full. The written permission of the parent(s) shall be required prior to the administration of medications. The parent is also responsible to administer the first dose of all medication prescribed.

Prior to the administration of any medication, all staff who are responsible for administering the medications will first be trained by our nurse consultant. The staff is responsible for making sure all paperwork is valid and filled out in full before accepting medication. All staff must read medication forms and care plans and sign the back. The staff will administer medication only in accordance with the written order of the authorized prescriber and shall not administer the first dose of any medication, except in an emergency. The parent(s) shall be notified of any medication administration errors immediately in writing and the error shall be documented in the record.

Medication shall be stored in the original child-resistant safety container. The container must include the child's name, the name of the medication, directions for the medication's administration, and the date of the prescription. The medication will be stored in a locked area or a locked container in a refrigerator in keeping with the label directions away from food and inaccessible to children. Keys to the locked area or container shall be accessible only to personnel authorized to administer medication. Controlled drugs shall be stored in accordance with [Section] section 21a-262-10 of the Regulations of Connecticut State Agencies. Equipment and medications prescribed to treat asthma, administer glucagons, or as an emergent first line of defense medication against an allergic response shall be stored in a safe manner, inaccessible to other children, to allow for quick access in an emergency.

We will keep all Medication forms at the facility in the file cabinet with the medication until it has expired and shall update them annually or when there is any change in the information. Once the medication forms have expired they will be stapled to the child's health form as part of the child's medical record,

Before any medications can be administered the following is needed:

- 1) An authorization form shall be completed by the Physician completely.
- 2) The medication shall be in the original container with a safety cap.
- 3) The original prescription label shall be on the medication container.
- 4) The name of the child shall be on the container.
- 5) The date of the prescription shall be within one (1) month for antibiotics and within the expiration date for medications, which are so labeled.
- 6) The first dosage of any medication must be given by the parent or doctor prescribing the medication.

ABSENT CHILD

There is a \$10.00 fee each time that we have to make a call to you to find out where your child is. It is your responsibility to call the Hide Out **every time** that your child will not be attending, whether it be because he/she was absent from school, going home with someone else, or staying after school. Although you may have called the school to inform them of your child's absence or alternate pick up plans, **YOU STILL NEED TO CALL THE HIDE OUT.**

SUPERVISION

Children will never be left unattended in any area under any circumstances. The staff will maintain a 1 to 15 ratio, and the group size will never exceed 30.

Staff members are responsible for the supervision of their group in each area of the program space, whether it is in the group area, learning centers, lavatories, or outdoors. Should the staff member need to leave the group, they must first arrange for alternate staff coverage.

During nap/quiet time, when all of the children in the group are sleeping and/or resting, the overall staff child ratios shall be maintained on the licensed premises. At no time shall a group of children be left unsupervised

If a child requests the use of the bathroom facilities other than during the group scheduled time, the staff member needs to arrange for alternate staff coverage, ask the person in charge to bring the child, or bring the whole group. A child can NEVER go to the bathrooms without adult supervision.

- 1. A staff member accompanying him as long as the ratio for the remainder of the group can be maintained. If the ratio cannot be maintained, the staff member will take a group to the lavatories, or**
- 2. Make contact with the Director through the use of the walkie talkies so that she will escort the child to and from the lavatories.**

PLAYGROUND POLICY

The new playground pieces are designed for ages 5-12. There are some sections of the playground that may be too tall and the tasks may be too physically demanding for some kindergarteners or first graders.

We have decided to implement our own restrictions.

1. The large beige and maroon piece will be off limits to all kindergarteners and 1st graders.
2. The Kindergarteners and 1st graders will be allowed only on the blue and yellow slide, the merry go round, and the swings.
3. All 2nd through 7th graders will be allowed on all equipment except the merry-go-round.
4. Groups of no more than 10 children will be allowed during free outdoor time, however during group activity time a group will be allowed to play on the pieces.
5. We are to assume that upon signing the permission slip in the registration packet, you have looked at the pieces and have determined whether your child is physically capable of playing safely on the equipment.

HARASSMENT POLICY

Harassment in any form is forbidden and will not be tolerated at The Hide Out. Children are expected to adhere to a standard of conduct that is respectful and courteous to everyone and they have the right to be in an environment that is harassment free.

Harassment is any unwelcome conduct whether verbal or physical including, but not limited to, insulting or degrading remarks, conduct, or threats, which create an intimidating, hostile or offensive environment.

Harassment may include such actions as verbal, kidding, teasing, jokes, or degrading comments about an individual or about his/her appearance, or any inappropriate physical contact.

Any child who feels he/she is being harassed in any way, should immediately notify a counselor or speak to someone in the office. The offense will then be thoroughly investigated and appropriate action will be taken.

DISCIPLINARY POLICY

Discipline should not be a negative reaction to negative behavior, but rather a preventative technique to help children develop self-control. The staff shall manage child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. There will be continuous supervision by staff during any disciplinary action.

Should misbehavior occur, the staff member should restate the acceptable behavior, they may then request a time-out in which alternate solutions to the problem are discussed.

The Director and parents will be made aware of any behavior problems, the way in which the problem was handled, and of any progress or regression. If necessary, a behavior modification plan will be developed by the Director and parent.

The staff will not be abusive physically, which includes spanking, slapping, pinching, shaking, and striking children or verbally, neglectful, corporal, humiliating, or frightening in any way. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others.

Removal of a child from the group for disciplinary or health reasons shall be to a location where visual supervision by staff shall be maintained.

Should continued misbehavior create problems for the group, staff, or program, the child may be suspended from the program for a minimum of two days. Upon returning, the child will be placed on a 30 day probation period, and weekly conferences will occur between the parent(s) and the Director. If behavior problems continue during or after the probation period, the child may be dismissed from the program at that time.

Should suspension or dismissal occur, the parents would be asked to pick their child up immediately. Parents will be responsible for payment during days of suspension. All behavior incidents will be documented and kept with the child's file. *This policy should be understood by the parents and will be followed by all staff members.*

ZERO TOLERANCE POLICY

There will be no excused reason for any physical force used upon another person. Hitting, kicking, punching, slapping, shoving, spitting, or any other physical assault upon another person will result in an immediate 2- day suspension. There will be no warnings issued prior to suspension.

Furthermore, any persons who intentionally and willfully engage in harassment, which results in a physical confrontation, will also be subject to an immediate 2-day suspension.

CHILD PROTECTION PROCEDURE

The staff and management will always take a **pro-active** approach to protecting the children under the Hide Out care. We will actively and consciously anticipate, seek out, identify, discourage and stop any activity that we deem harmful in any capacity to the children under our care.

Protection from bullying:

1. We will maintain adequate supervision to defuse any attempts in bullying.
2. We strongly encourage an easy line of communication between children, parents, staff and administration.
3. Any child who feels threatened by any other child or adult should immediately tell a counselor.
4. Mediation between the two parties will hopefully resolve any issues.
5. Documentation of any incidences is mandatory and will be given to the parents of all parties involved.
6. Repeat incidences will result in parent conferences, and possible expulsion from the program, as well as police notification.

Protection from strangers:

1. We will maintain adequate supervision in all areas of the program.
2. We will not allow any child to leave the building or premises on their own.
3. We will be always conscious of who is around our area and around our children.
4. We will always be aware of unfamiliar people.
5. We will be active in ascertaining who and why unfamiliar faces are present.
6. All staff is trained in responding to difficult confrontations and has been instructed to be prepared to physically protect the children from any harmful situations.
7. Staff has been instructed to respond immediately to intimidating or threatening situations, and to obtain support from other staff members, administration or police department.

Parents must **always inform the office of any concerns or problems involving their child and other children. It is our job to resolve all problems concerning the Hide Out children.**

We must strongly state that **parents should never intervene on their own and approach or discipline any Hide Out child.**

Any adult, who approaches a Hide Out child in any way, will be told to leave the premises and a police report will be filed. Furthermore, this parent will be restricted from entering the building or program area, and their child may have to be withdrawn from the program.

ABUSE / NEGLECT POLICY

The Hide Out is required by state law to report any child abuse, suspected child abuse, or neglect. The Hide Out has a responsibility to prevent child abuse and neglect of children enrolled in the program.

The Hide Out has zero tolerance for abuse and neglect by any staff member. This includes spanking, slapping, pinching, shaking, and striking children. If the suspected child abuse is within the facility, that staff will be temporarily suspended pending thorough investigation. Should a staff member be found guilty of abuse or neglect, their employment would be terminated immediately. Our social service consultant and DCF will remain involved as a resource for appropriate guidance. The center will adhere to any recommendations mandated by DCF. The Hide Out will notify the local law enforcement agencies of any situation that may hinder the safety of the children in our care.

1. The definition of abuse is as follows:

Abuse is a non-accidental injury to a child which is inflicted or allowed to be inflicted by the person responsible for the child's care. This includes, but not limited to malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment, or cruel punishment.

2. The definition of neglect is as follows:

Neglect is the failure of a guardian to provide food, shelter, clothing, medical care, supervision, and education for a child under their care.

Any suspected child abuse or neglect will be reported to 1-800-842-2288 hotline within 12 hours. The DCF-136 form will be completed within 24 hours of being reported, and a copy sent to:

**The Department of Children and Youth Services
170 Sigourney Street
Hartford, CT 06105**

Our administrative responsibilities are to protect the child by providing victims of abuse and neglect with needed medical services by reporting any suspected child abuse or neglect to the following: (The staff is protected by law from discrimination or retaliation for reporting any child abuse or child neglect (Refer to CT General Statutes, Sec. 17a-101e).

1. DCF

3. Our Nurse Consultant and our Social Service Consultant

5. The parent or guardian

Our staff is fully trained in the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter both upon orientation and once a year. Documentation will be kept in a file in the main office.

VAN AND SUV POLICIES

1. Children who misbehave on the bus/van/S.U.V. will get a written warning sent home.
2. A second written warning will result in a one-day suspension from the bus/van/S.U.V.
3. A third written warning, the child will be suspended for a full week from the bus/van/S.U.V.
4. A fourth written warning will result in permanent removal from the bus/van/S.U.V.

Please keep in mind that while it is a law that children are provided transportation between home and school, the same does not apply to day care. Therefore, it is within our rights to exercise the above stated disciplinary actions. Please understand that while these measures may seem drastic, we have to ensure the safety of the children.

CHILD PICK-UP

In order for your child to be released to anyone, the following procedure must be adhered to:

1) Anyone picking up a child must be listed on the registration form.

2) We must have a written note if anyone other than a listed alternate pick up person or a parent is picking up you're your child. This note must include the date, date of pick-up, child's name, full name of person picking up, and parent signature. You can drop off a note in advance or fax it to us.

- Always, the person picking up will be required to show identification unless the staff knows the person.
- In custody disputes, we are unable to withhold a child from their natural parent without legal court documents.
- Due to insurance purposes, under no circumstances can a Hide Out employee remove a child from the premises. The Hide Out will not be responsible for any staff that is used for private baby sitting after operation hours.

INCIDENTALS**INSURANCE**

The program carries accident insurance to cover your child in the event of injury during the program hours. However, you need to supply us with your insurance carrier and policy # in order to receive immediate emergency care.

FIELD TRIPS

Parents will be advised in advance of up-coming field trips and a permission slip will be sent home. No child will be permitted to go without a signed permission slip. If a field trip is scheduled, all children must attend if signed up, as there will not be remaining staff on the premises.

CCD

We DO NOT pick children up from CCD from any school.

FUND RAISERS

We DO NOT do fundraisers.

TAX I.D. NUMBER

For your tax preparation, Stepping Stones, Inc. tax number: **06-1324797**

TELEPHONE NUMBER

(203) 929-0744

E-MAIL ADDRESS

Hideout2016@yahoo.com

WEBSITE

www.Thehideoutshelton.com

Here you will find ALL FORMS (sign ups etc) NO EXCUSES!

POLICY CHANGE

The Hide Out will give at least a 30 day notice for any policies we may need to change.

HANDICAP PARKING

Handicap parking is available for easy access to the program. The two parking areas are designated by the signs. Please do not utilize these spots (even for quick drop off or pick-up) unless you have a handicap sticker.

LUNCH

Vacation/snow day kids should bring a nutritious lunch and drink from home. Lunches should be packed in an insulated lunch bag with ice pack if necessary or in an insulated thermos. Heating, cooking, and refrigeration are not available.

VIDEOS & MOVIES

Occasionally, if the weather prevents outdoor activities, we may choose to show videos. We may also schedule trips to the movie theater during vacation and summer camp. Videos & movies will be of G or PG rating, recommended & researched by Screenit.com. In the event that we schedule a field trip to a theater to see a movie that is rated PG, all children must attend, as there will be no remaining staff on the premises. Please keep this in mind when you sign your child up for vacation days and/or summer camp.

LOST AND FOUND

The Hide Out lost and found box is located near the parent board. The items will be gone through once a month with the children. Any leftover items will be donated to Good Will. A sign will be posted on the parent information board when this will take place.

TOYS FROM HOME

The Hide Out does not allow children to bring in toys from home. The Hide Out will not be responsible for lost, stolen, or broken items.

WALK YOUR CHILD INTO AND OUT OF THE BUILDING

Parents **MUST** walk their child into the building and sign in, every day. Parents must also come in and sign their child out at the end of the day. Please do not let your child sign themselves out. The person signing out must be 16 years of age or older.

COMMUNICATION PROCEDURES

CHILD EVALUATIONS / PARENT CONFERENCES

Although The Hide Out always has an open door policy, some parents might like to schedule for an evaluation of their child (i.e. acclimation to program, socialization, behavior, etc.). To do so, a parent should speak with the director 2 weeks prior to a potential meeting date.

PARENT COMMUNICATION

- We hope to establish an open door policy, encouraging any comments, concerns, and suggestions. We will communicate with you any significant occurrences in your child's growth, behavior, and accomplishments.
- Should you need advice in the area of child rearing, please feel free to come to us, we can offer suggestions and/or refer you to the appropriate resources.
- Notices regarding any important information will be placed in your parent mailbox. Please check your mailboxes daily!
- Should we need to speak with you directly; the sign-in/sign-out sheet will be highlighted in **BLUE**.
- In regards to accidents, illness, or incidents, which occur during the day, please refer to accidents, illness & incidents below.
- Check postings on Parent Information Board daily.

COMMUNICATION PROCEDURE

Any parent wishing to discuss or question policy or procedure should:

- FIRST** ~ Discuss the matter with the staff member responsible for the child.
- SECOND** ~ If this brings no resolve, a joint meeting with staff member, parent, and Director should be arranged.
- THIRD** ~ If the matter needs to be taken further, our educational consultant may be called on to make recommendations or suggestions.

If complaints cannot be resolved in the above manner, then the parent will be referred to:

State of Connecticut
Department of Public Health
450 Columbus Boulevard
Suite 302
Hartford, CT 06103
1-800-282-6063 OR 1-860-500-4450

In the case of abuse/neglect, contact the Department of Children and Youth Services at 1-800-842-2288.

All inspection reports and compliance letters are available for your inspection at this childcare program or by contacting the Department of Public Health - Day Care Licensing Unit.

INFORMATION UP-DATES

Please make a conscious effort to keep us up-dated with changes to home, work and cell numbers, as well as any other important information regarding your child.

ACCIDENTS / ILLNESS / INCIDENTS/ F.Y.I.

Should your child receive a mild injury, get sick, or be involved in any incident involving staff or other children, you will be notified in the form of a written summary.

A highlighted area on the sign-in and out sheet indicates that such a form needs to be read and signed by the parent.

YELLOW ~ Indicates an accident or illness

PINK ~ Indicates an F.Y.I. / Incident/Documentation

CONTRACT, REGISTRATION, & ENROLLMENT CHANGES

You will be provided with a new contract if there are any changes to be made on your current contract on file. Changes to your registration will be done on your registration that is currently on file if possible, otherwise a new registration will be needed. Any changes that involve enrollment (adding hours, dis-enrollment, dropping hours, etc.) must be given to somebody in the office, in writing, with a minimum of 2 weeks notice.

PARENT RESPONSIBILITIES

1. All parents must walk their children into the building.
2. All parents must sign in and out every day. This is a State Law.
3. Please check for accident/illness/incident/F.Y.I. reports and sign daily. Your sign in and out sheet will be highlighted. Yellow = Accident & Illness / Pink = Incident & F.Y.I.
4. Permission slips for trips must be signed. No child can go on a trip without one. This is a State Law.
5. No child can be released to anyone other than his or her parent or legal guardian without written and signed permission. This is a State Law.
6. No medication can be given without a State of Connecticut form with your physician's signature. This is a State Law.
7. Pre-registration is required for vacation days/weeks, and must be submitted by the deadline date. Last minute registration may be turned away if staffing is unavailable. Proper child/adult ratio must be maintained. This is a State Law.
8. If you have pre-registered for a vacation day/weeks, we have planned for your attendance, staff was hired, reservations were made, materials and snacks were bought, and possible outside customers were turned away! You are, therefore, obligated to pay the full day extra charge whether you attend or not.
9. Tuition payments are based on a monthly rate, not on daily attendance. Full monthly payments are due on the first of each attending month, whether attending or not. There will be no exceptions for sickness, vacation, days off, snow days, or holidays.
10. You are responsible for receiving information. All important information is posted and placed in your mailbox. Check your mailbox on a daily basis.
11. If your child is absent from school, please call the Hide Out. If they do not arrive here off the bus, we are in a panic thinking they are lost, missed the bus, or worse.
12. The Hide Out and your child's school need to be informed in writing of schedule changes.
13. We need to be informed in writing of any changes, such as home addresses, work telephone numbers, marital status, permission to pick up your child, emergency information, etc.
14. Send a nutritious lunch in an insulated lunch bag. No heating, cooking, or refrigeration is allowed.
15. Dress children appropriately for active play and for the weather conditions.
16. Pay your monthly tuition.
17. **There is NO REASON or NO EXCUSES for not being informed. It is up to the YOU to make sure that your child is signed up for vacation days, vacation weeks, summer camp, fall registration, or trips.**

ALL SIGN UP FORMS CAN BE DOWNLOADED FROM OUR WEB SITE AT: www.Thehideoutshelton.com

YOUR CHILD'S HEALTH, SAFETY, AND WELFARE ARE NOT TAKEN LIGHTLY HERE. ALL RULES MUST BE FOLLOWED WITH NO EXCEPTIONS TO ENSURE ALL OF THE CHILDREN'S SAFETY.

PERSONNEL

EMPLOYMENT REQUIREMENTS

Qualifications of any staff member being of Counselor status or better, should have at least one year working experience in a child day care, school, or similar program. He/She must also exhibit a personality, which reflects professionalism, creativity, sensitivity, and a genuine love of children.

Careful and detailed consideration of educational background, experience, and personal traits will be made upon hiring of staff, at which time; employment will be subject to a sixty day trial period. An evaluation of job performance will be reviewed to determine continuation of employment or to identify weaknesses and to suggest methods of improvement.

Anyone being considered for employment must supply:

- A completed application
- A current resume
- Two letters of recommendation

Once hired, the new employee must further supply:

- A health questionnaire
- Signed and dated physical
- A W-4 & CTW4 form
- Employee Verification Eligibility
- Copy of driver license & Social Security card
- Signed employee contract
- New employee orientation form signed
- Background Check. Sign up for electronic fingerprinting with Director and go to local police department to get fingerprinted. (Fees are based on each individual town's police station.)
- All new staff members will be fully trained in the policies and procedures of The Hide Out and will be retrained every new fall school year.
- Most staff members will be required to obtain first aid training, CPR, and medication administration training.
- It is expected that all staff become familiar with, review, and adhere to all aspects of the State licensing regulations.
- All staff is required to enhance their present skills, knowledge, and experience with additional training in the field through in-service training, workshops, seminars, or college classes.
- Each is expected to be familiar with the job description for their particular position and to fulfill, but not limit themselves to those items specified.
- A bi-annual self-evaluation / director assessment is required.

Overall, it is expected that all staff members conduct themselves in a professional manner, treating all children, parents, and co-workers with respect and consideration.

PARENTS

POLICY & PROCEDURE

MANUAL

www.Thehideoutshelton.com

I have read the online Parents Policy and Procedure Manual. I will be responsible for reading and becoming familiar with all the established policies and procedures set forth and further agree to participate and cooperate with all written within. I also acknowledge that I have discussed the discipline policy with a member of the Hide Out Staff prior to my child's enrollment.

Printed Family Name

Parents Signature

Date

Please return by Friday, September 21, 2024

THE HIDE OUT

Dates to Remember

AUGUST:	26th	- First Day of Public School	JANUARY:	1st	-Hide Out Closed
SEPTEMBER:	1st	-Labor Day/Hide Out Closed	2nd	-Hide Out Open	
	15th	-Columbus Day Sign up distributed	12th	-Fall 2026/ 2027 registration distributed	
	19th	-Columbus Day Sign up due	16th	-Public Schools Early Dismissal	
	23rd	-Rosh Hashana/Hide Out Closed	19th	-MLK Jr. Day	
	26th	-Public Schools Early Dismissal	20th	-February Vacation sign up distributed	
			26th	-February Vacation sign up due	
OCTOBER:	6th	-Election Day sign up distributed	FEBRUARY:	12th	-Public schools Early Dismissal
	10th	-Election Day sign up due	13th	-February Vacation Day	
	13th	-Columbus Day/No Public School	16th	-President's Day / Hide Out Closed	
	17th	-Public schools Early Dismissal	MARCH:	6th	-Public schools Early Dismissal
	24th	-Public schools Early Dismissal	9th	-April vacation sign up distributed	
NOVEMBER:	4th	-Election Day/No Public School	13th	-April vacation sign up due	
	21st	-Public schools Early Dismissal	13th	-Public schools Early Dismissal	
	25th	-Public schools Early Dismissal	20th	-Public schools Early Dismissal	
	26th	-Public schools Early Dismissal	27th	-Public schools Early Dismissal	
	27th	-Thanksgiving/Hide Out closed	APRIL:	1st	-Summer Camp 2026 registration Distributed (Tentatively)
	28th	-Thanksgiving/Hide Out closed	3rd	-Good Friday / Hide Out Closed	
	24th	-Christmas vacation sign up distributed	13-17	-April vacation week	
DECEMBER:	1st	-Christmas vacation sign up due	27th	-End of school vacation day sign up distributed	
	18th	-MLK Jr. Day sign up distributed	MAY:	1st	-End of school vacation day sign up due
	19th	-MLK Jr. Day sign up due	11th	-Public schools Early Dismissal	
	23rd	-Public schools Early Dismissal	15th	-June tuition distributed	
	24th	-Hide Out Closed	25th	-Memorial Day/ Hide Out Closed	
	25th	-Christmas Day / Hide Out Closed	JUNE:	5-10	-Public Schools early dismissal
	26th	-Hide Out Closed	10th	-Public Schools anticipated last day	
	29th	-Hide Out Open			
	30th	-Hide Out Open			
	31st	-Hide Out Closed			

2025-2026 School Year Calendar

HANG UP ON REFRIGERATOR

****Reminder that Part Time Preschool follows the Shelton School System for closings, snow days & delays****

****When Shelton Schools are closed, Part Time Preschool is closed****

****Part time is being enrolled under 6 hours per day****