



The Community
Campus

Parent Handbook

Welcome to The Community Campus!

Contact Information:

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Mission Statement The Community Campus (TCC) creates a safe, structured learning environment across our school district through remote-day learning, after school programming, evening/weekend enrichment events and summer camp opportunities.

Vision & Core Values In these environments students can have structured days where their foundational social-emotional needs are addressed through both a connection to the outdoors and placed-based education, along with a connection to their local school teachers and community. The Community Campus is dedicated to bringing families a year round safe, happy, warm environment where students can foster connections, learn and have fun.

Admission Procedures Prior to attendance at TCC all students must have on file the following forms: Child Admission Form, Child Care General Health Examination Form, Medication Permission Form, Permission & Understanding Statements, Topical Lotion/Non-Prescription Medication Permission Form, Field Trip Permission Form, Consent to Use Photographs & Videos, along with signed contract and the authorizations in the contract. All forms are sent via DocuSign or by mail for those not using the platform.

Additionally TCC will require parents to download an app called “ProCare” to a phone or tablet. Parents will create their child’s profile in the app and can choose to upload as much or as little documentation in their profile as they desire.

Admission into TCC will be verified in writing by the Program Administrator.

Equity Statement All students are welcomed at TCC. TCC Program Administrator will work individually with families on tuition assistance through scholarships, state subsidies and local grant opportunities. Additionally, TCC acknowledges that each child has a unique learning & developmental trajectory that may require a range of support. TCC promises to work closely with the district & families to provide reasonable accommodations when possible. All students & parents are expected to follow TCC’s “Behavioral Agreement”.

Non-Discrimination Program shall not deny a child's entry into the program because of race, creed, color, national origin, religion, disability, gender or the parents' marital status or gender identification.

Tuition

Wednesdays \$50 per day

After School Program \$20 per day

*Late pick-ups past 3:15pm (Wednesdays) or 5:15pm (after school) are subject to a late fee of \$1/per minute or maximum of \$20 per hour.

Payments can be made through Venmo: @thecommunitycampus or checks payable to The Community Campus. For those using subsidy, funding will be sent through the State agency or WARF directly to TCC. TCC will then bill families directly for the difference.

By signing TCC contract you are agreeing to enroll your child in the above program at The Community Campus and acknowledge the following:

- This placement is reserved for your child.
- You will be charged for the days indicated above even if your child is absent (sick, quarantine, vacation, etc.) The scheduled days are charged even if you notify us of planned absence at the time of contract.
- TCC requests 30 days notice if you wish to withdraw your child from the program.
- Tuition payments are due in advance of attendance.
- TCC reserves the right to terminate a child's placement for cause at any time.

This agreement shall be in effect until the parent/guardian or provider has given notice of termination in accordance with the Parent Handbook policies or negotiation of a new contract.

Schedules

Contracted schedules are set on a trimester basis (following Windsor School District calendar)

Kindergarten through 6th grade: Wednesdays 8am - 3pm

After School Program: Mondays - Fridays 3pm - 5pm

TCC operates an everyday school in session. When weather permits a Snow Day there will be no TCC.

Holiday Closings

*Please cross-reference TCC's closing days with Windsor School District calendar

Veteran's Day

Thanksgiving Holiday

Winter Holiday Break

Martin Luther King Day

Presidents Week (February vacation)

Town Meeting Day

Spring Break (April vacation)

Memorial Day

Drop-off / Pick-up Procedure

TCC needs your cooperation to make drop-off and pick-up transitions as easy as possible.

Wednesdays:

Drop-off: 7:50am - 8:00am

Pick-up: 2:45pm - 3:00pm

After School Program:

Drop-off: 3:00pm - 3:15pm (via WCSU bus or by parent)

Pick-up: 4:45pm - 5:00pm

The TCC entrance is labeled with a doorbell. Your child will have a health check at the door as stated in our Health and Safety Guidelines and will NOT be allowed to enter the building if a fever is recorded of 100.4 degrees Fahrenheit and/or multiple symptoms of Covid 19 are present. If your child is checked in on the ProCare app, then your child passed the health screening. Pick up will also take place at the TCC entrance. If someone is picking up your child and they are not on

your emergency contact sheet we need written permission prior as well as a photo ID upon pickup. Please upload names of authorized pick up person in the ProCare app.

If you need drop-off or pick-up during a different time than typical, or while TCC is on a planned field trip, please make arrangements with the Program Administrator beforehand.

Behavior Management TCC's goal is to ensure the well being & safety of all participants. To ensure we can effectively meet student's needs, open communication between families and TCC is essential. Sharing relevant information, observations & concerns allows TCC staff to develop strategies & behavioral management plans. As Afterschool professionals, we are committed to implementing best practice in the field & providing the best care for all students. If TCC cannot meet the needs of a student the Program Administrator will notify the family with 5 days notice and TCC staff & parents will develop a plan for a smooth transition.

See full policy here - Policy A1: Behavior Support, Interventions & Responsive Guidelines

Harassment, Hazing and Bullying TCC will adhere to WCUUSD's policies *C10 Prevention of Harassment, Hazing and Bullying* and *C10-P Prevention of Harassment, Hazing and Bullying Procedures*. When these situations arise TCC Program Administrator will seek the guidance of WCUUSD's Principles, Counselors and Staff.

Expulsion of Student TCC's goal is to promote the well being & safety of all participants. If a student is demonstrating ongoing unsafe or disrespectful behavior the Program Administrator will work with the student, parents and staff on a behavior management plan. Goals of behavior management plans are to resolve concerns so that enrollment may continue. If all reasonable attempts to address the behavior have not resulted in improvements & TCC cannot meet the needs of a student, the Program Administrator will notify the family with five days notice & TCC staff/parents will develop a plan for a smooth transition.

Parent/Teacher Communication Research finds that when parents invest in after school programming it increases and benefits the children, the school, and the families involved. At TCC parents are encouraged to be involved as much as possible through communication with Program Administrator, daily interaction with staff, attending events and participating in conferences. TCC will offer conferences twice a year. If you would like to speak with your child's Learning Coach and Program Administrator about any concerns a conference can be arranged at any time.

Communication/Evaluation Strategies

The TCC will use the "ProCare" app as main strategies of communication with families, which teachers will update daily with medical information, remote learning accomplishments & enrichment learning/activity updates. TCC Director and staff will also use email and/or phone to communicate with parents when needed & appropriate.

Safety & Emergency Plan

TCC will adhere to the WCUUSD Health & Safety Plan. A full TCC Health & Safety Plan and Emergency Plan can be located on our website.

Covid-19

We will be:

- Doing daily Health Screening and Daily Attendance for Contact Tracing
- Wearing Face Masks
- Practicing Effective Hand Hygiene
- Respecting Spatial Distancing Guidelines
- Staying home if you are sick

CPR & First Aid All TCC staff are certified in CPR and First Aid.

Allergies We will use email and the ProCare app to regularly communicate if there are food allergies that result in TCC being a nut free environment.

Illness Communication Policy

In the event that a student has any non-threatening illness, including but not limited to flu, colds, head lice etc. parents and staff will be notified when appropriate following district and state guidelines for that illness. If parents need to be notified an email will be sent from Program Administrator to all parents. This does not include Covid-19 (please see Covid-19 policies in TCC Health & Safety Handbook). Any potential positive case of Covid-19 will be handled following district, town and state policies for contact tracing.

Administration & Storage of Medications Medication should always be given by parents at home when possible. If staff is not comfortable administering medication, parents will be asked to administer medicine to their child. TCC has children's Tylenol & Benadryl onsite in case of emergency.

What To Bring Students should always bring a bag each day. The bag should include morning & afternoon snack, lunch (if not signed up for school district lunch drop off), complete change of seasonal appropriate clothes, electronic learning device and school materials including school homework folder. If it is snow/rain boot weather students should bring indoors shoes.

What Not To Bring As we are taking additional measures to ensure safety & cleanliness we ask that you do not send your child with home toys or stuffed animals and large backpacks or extra bags.

Winter Clothing Please dress in appropriate winter clothing always including coat and snow pants (or snowsuit), hat, mittens/gloves. You should assume your child will spend some time outdoors every day. Winter clothing is required anytime it is below forty degrees Fahrenheit.

Sunscreen It is required that we have written permission to reapply sunscreen when needed. Send sunscreen in for your child with their name clearly written on the bottle.