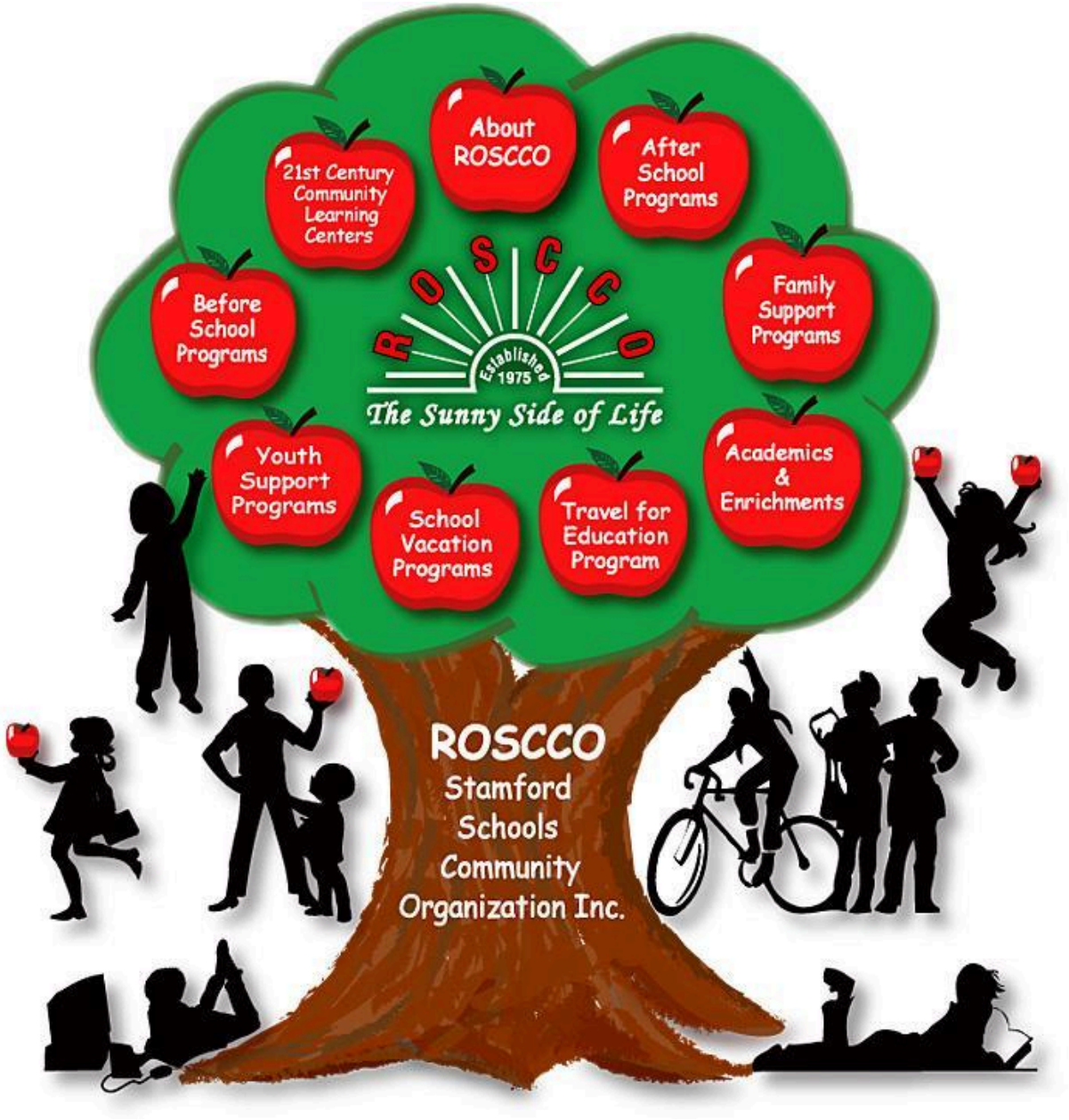

ROSCCO

Before and After School Activity Programs

ROSCCO Registration Office at Hart Magnet School

61 Adams Avenue
Stamford, CT 06902
Phone: 203-977-2734

ROSCCO Administrative Offices

888 Washington Blvd - Third Floor
Stamford, CT 06901
Phone: 203-609-9027 Fax: 203-609-9083
www.roscco.org

Guten Tag ◇Jambo ◇**Bonjour** ◇Hola ◇Bon Giorno ◇Salaam ◇Ni Hao◇Miremengjes ◇Zdras-Tvuy-Te ◇Koneeichiwa ◇Namaste ◇Czesc ◇**HELLO!**

~ ~

Welcome to ROSCCO Before & After School Activities Program

A message from Sheila Glenn, ROSCCO Executive Director:

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

~ ~

ROSCCO Stamford School Community Organization Inc.

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

Our Mission: To address the need for safe, structured and quality, School Age and Youth Programs for families and their children.

Our Vision: To work in collaboration and partnership with Stamford Public Schools and community agencies to provide school-based Before and After School services.

ROSCCO's Goal is to*:* To support children's development by providing recreational, educational, enrichment and cultural activities for families of the City of Stamford in order to improve children's lives.

ROSCCO is unique because:

- ROSCCO brings the service to its program users, rather than vice versa
- ROSCCO students can attend after school right in their own school
- ROSCCO students develop friendships that last a lifetime
- ROSCCO students often return to work with us as their 1st job opportunity
- ROSCCO's professional staff strive to deliver quality programs and attend State and National conferences to improve their practice
- ROSCCO parents are often former students
- ROSCCO's Board of Directors are primarily parents/participants of the Programs
- ROSCCO programs serve all ethnic, racial, and socio-economic groups throughout the City of Stamford

PROGRAM OPERATIONS

The ROSCCO Before and After School Activity Programs are administered by **ROSCCO** and licensed by the **State of Connecticut Office of Early Childhood**.

ROSCCO provides a city-wide network of licensed School Age Programs in all thirteen of Stamford's Public Elementary Schools. The programs utilize the cafeteria, gym, and/or the outdoor playground and other available facilities in the school buildings.

HOURS OF OPERATION

(Before School Drop-Off options excluding **NEWCO, NORTHCO & STILLCO**)

- Before School Activity Programs-
    - 7:30 a.m. – 9:00 a.m.

(DAVCO, HARTCO, MURCO, QUAMCO, ROSCCO, ROXCO, SPRINGCO, STARKCO, STRAWCO & WESTCO)

- After School Activity Programs
    - 3:00 p.m. – 5:30 p.m.

(NEWCO, NORTHCO & STILLCO)

- *After School Activity Programs*
    - *2:30 p.m. – 5:30 p.m.*

- Winter/Spring Break and Summer School Vacation Programs 7:30 a.m. - 5:30 p.m.
- Currently ROSCCO will not be operational on early release days.

DAYS OF OPERATION

BEFORE AND AFTER SCHOOL ACTIVITY PROGRAMS begin on the second full day of school and follow the Stamford Public School Calendar. *Our programs do not operate when school is closed.*

There are a number of ways to get information regarding **SCHOOL CANCELLATIONS, DELAYED OPENINGS & EARLY CLOSINGS**

- visit the Stamford Public School website
- tune to Cablevision News 12
- Keep your telephone contact and email information up to date at your child's school and ROSCCO so that you can be contacted by Emergency Notification Phone System and email.

If school is canceled due to inclement weather or other emergencies, all **ROSCCO** Before and After School Programs will **not** be in session. These days will be made up following the policy of the Stamford Public Schools.

If there is a school delayed opening due to inclement weather or other emergencies, the Before School Program will announce the same time delay. For example, if school opening is delayed by two hours, the Before School Program will delay its starting time by two hours.

If school is dismissed early due to inclement weather or other emergencies, the After School program will not be in session. School dismissal and building closing time are determined by the Superintendent. **In the case of Emergency Early School Dismissal:**

- Stamford Public Schools will inform parents using the Emergency Notification Phone System.
- ROSCCO Office will send emergency email notifications as indicated on your registration form. **Please keep this information up to date.**

ROSCCOE DUCATIONALPROGRAM

PROGRAM PHILOSOPHY

We believe all school age children deserve: An affordable, quality program which offers a safe, supportive and friendly environment for children to play and study. We believe all children learn through play and we plan activities that encourage a positive self-image and confidence in their abilities.

ACTIVITIES PROGRAM DESIGN AND SUPERVISION

Program activities are planned and implemented using the group model defined in state regulations. The programs operate with a 1:10 ratio of staff to children with children grouped according to age. In order for ROSCCO to provide the best child care experience, the Director should be informed **of any special needs of a child prior to registration**. Within the context of our group model program design, children with special needs are served using accommodations **communicated by the family to ROSCCO staff during the intake process.** It is the exclusive responsibility of each parent to accurately describe their child's needs so that ROSCCO can comply with the Americans with Disabilities Act and applicable federal and state laws in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all children and staff. We will make every attempt to serve all children.

ROSCCO STAFF

ROSCCO teaching staff is professional and experienced in child development. Head teachers' coursework includes teaching techniques and methods. ROSCCO staff continue the education process by taking either courses or workshops designed to update skills and knowledge of young children. Fingerprinting and background checks of all staff are conducted in conformity with state licensing regulations.

PROGRAM CURRICULUM

ROSCCO uses the *Links to Learning Activity Planning Curriculum.* This curriculum is well-balanced and enhances physical, socio-emotional, creative and cognitive development. The daily schedule consists of 3 activity periods: Snack & Homework, Activity Choice Time and Gross Motor Play.

Before School activities include:

- Arts and crafts, indoor table games, indoor and outdoor play, reading and story time.

After School activities include:

- Arts and crafts, indoor table games, indoor and outdoor play, reading and story time, Supervised Homework Time,
- Special Interest activities include Chess, Cooking Projects, Movies, Science Projects, Dance/Music/Skits/ culminating in an Annual Show, Visiting Specialists, and Field Trips.

NUTRITION

Before School Breakfast is a very important part of your child's day. It is recommended that your child eats breakfast at home prior to coming to the Before School Program. However, if you choose, your child can purchase breakfast from the School Cafeteria. The Stamford Public Schools offer a full breakfast menu for a minimal fee. Please let your ROSCCO staff know if you choose the school breakfast option.

After School Menus are distributed monthly and posted on the Parent Info Boards. Currently, our snack provider is Chartwell, through the federal child and adult food program**. Please review menus carefully. If the menu has items that your child can not eat due to allergies or food preferences please send an alternate snack.** Students participate in School Supper Program which is provided daily. The Supper Program offers children a choice of 5 food items consisting of Bread, Protein, Fruit, veggie and dairy. Students may bring alternate snacks from home if they wish.

BIRTHDAYS: Every child is special and each child will be celebrated on his/her birthday unless this is not acceptable to the family's beliefs. Birthday activities will focus on the child and will not include food **as ROSCCO is very cognizant of children with food allergies**. The students will share *Birthday Compliments* to honor the birthday child.

HOMEWORK

ROSCCO Before School Programs: It is recommended that children come to the morning program with their homework completed, however, a quiet area for reading and completing homework will be available for children who need to complete homework.

ROSCCO After School Programs: The After School Program staff will schedule quiet reading and supervised homework time for children.

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

CHILDREN'S DRESS

Children should wear comfortable, washable clothing for indoor activities. We encourage sneakers or other soft-soled shoes for safety reasons. If you think your child may need a change of clothing, please provide an extra set of clothes to your Site Coordinator and/or in your child's backpack in a sealed and labeled gallon Ziploc bag. ***Outdoor play is scheduled daily, weather permitting.*** *Please be sure your child has the appropriate outdoor garments for the season. During the summer, children should come to school wearing sunscreen for morning outdoor play. ROSCCO staff may not apply sunscreen due to regulatory guidelines.*

TOYS/GAMES

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

FIELD TRIPS

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

COMMUNICATION.

ROSCCO COMMUNICATIONS WITH PARENTS

The ROSCCO Office will communicate with parents using

- Newsletters and Announcements by email
- Parent Information Table at your ROSCCO Site.
- ROSCCO Website www.roscco.org
- ROSCCO Facebook Page

Information you will find on the Parent Information table includes:

- Monthly Snack Calendar
- Weekly Activity Plans and Learning Objectives
- ROSCCO Monthly Special Activities Calendar which will list all
    - Enrichment Specialist visits
    - Field Trips
    - Special Family Events

PARENT COMMUNICATIONS WITH ROSCCO

- **Arrival/Departure** Quick messages and communication to the staff at the start of the day are helpful and always encouraged. Parents should feel free to check in with teachers at the end of the day to see how their child's day went. If a teacher is involved with a group of children, please leave a note or send an email
- Roscco Staff work closely with your child's school but because of time constraints we do not receive information from the school office or the child's teacher. Any important information, changes in schedule or authorized pick-ups must be communicated directly to your ROSCCO Site Coordinator or the ROSCCO Admin Office. Notes sent in a backpack are not sufficient.

FAMILY LEGAL ISSUES

In the case of a court order of custody, visitation or protection which may impact ROSCCO Program Time, a copy must be submitted as part of the registration process or when these legal issues arise

SPECIAL EDUCATION SERVICES

As a part of the Registration process if your child has an IEP or 504 a pre-enrollment transition meeting will be scheduled to determine what accommodations might be needed. All information shared remains confidential between the parent and relevant ROSCCO staff.

- During the school year please share your child's successes and concerns with your ROSCCO Site Coordinator to ensure continued successful participation in the ROSCCO Activity Programs.

COMPLAINTS AND CONCERNS

During the year when a parent has a concern or complaint they are encouraged to bring their concern directly to the Site Coordinator to discuss mutual solutions. When concerns continue please call the ROSCCO Program Director for further discussion***. The same process works for compliments as well!!!***

CONFIDENTIALITY

ROSCCO Staff will discuss children's behavior with their parent or legal guardian. We are unable to share personal information with anyone else in order to foster trust and protect families personal and private information.

COMMUNICATIONS WITH SCHOOL PERSONNEL

In order to facilitate a smooth and seamless transition between the school day and the ROSCCO Program, ROSCCO staff may discuss your child's behavior with school staff, (classroom teacher, social worker etc.,) to discuss your child's pertinent information and/or progress, as necessary. A letter of consent is signed by the parent upon enrollment.

CELL PHONE COMMUNICATIONS

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

BEHAVIOR MANAGEMENT .

In order to provide a safe emotional, social and physical environment for all students our program has certain expectations for student behavior. Attendance is dependent upon appropriate behavior. We ask that children:

- Show respect for their safety by refraining from dangerous behavior.
- Show respect for adults by refraining from disruptive behavior and following instructions of the ROSCCO staff.
- Show respect for their peers by refraining from physical aggression with their hands or verbally aggressive or inappropriate language.
- Show respect for school property by refraining from causing damage.

Our program staff help guide children to appropriate and responsible behavior. The ultimate goal is for children's behavior to be guided by their own inner controls. We use positive guidance techniques to discipline instead of dwelling on the negative.

- The staff has been trained to **set consistent, clear limits** and to respond to inappropriate behaviors in a positive, consistent manner.
- Whenever possible the staff will **redirect unacceptable behaviors** to an acceptable alternative.

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

<u>Behavior Management Procedure</u>

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

1. The **ROSCCO** staff will work with children within the program and attempt to prevent or resolve behavioral problems by utilizing **traditional positive guidance techniques**. ROSCCO prohibits the use of physical restraint of a child by staff unless it is necessary to protect the safety and health of the child or another child or adult. Children that exhibit physical aggression towards staff or another child must receive an immediate suspension in order to maintain a physically and emotionally safe environment.
2. When problems persist the Roscco Site Coordinators will use a **Discipline Action Letter** to share concerns with the parent. The letter shares staff concerns and describes staff responses to the behavior. The Site Coordinator will work with the

child's parent to develop consistent strategies between home and after school. Parental cooperation will be needed to work with the child at home to help improve the behavior.

3. If these strategies are not effective the **ROSCCO** Before & After School Program Director will be notified of the child's behavior at this time. A **Behavior Intervention Planning Conference** with the parent, child and ROSCCO staff will be scheduled to develop a Behavior Plan. This plan will indicate specific solutions to help resolve the problem and specific consequences if the behavior reoccurs.
4. A concerted effort will be made to work with the child and parents involved to resolve the unwanted behavior exhibited, before utilizing suspension or termination of registration. If there is no visible improvement in the child's behavior after several attempts of working with the parents to resolve the problem, the Before & After School Program Director will recommend one or two-days **suspension**. Upon return the Behavior Plan will be reviewed and updated if needed.
5. When a child's behavior warrants multiple suspensions without improved behavior, the Executive Director may need to consider **termination of enrollment in the program.**

HEALTH AND SAFETY .

The health and safety of all children is of the utmost importance. The following health, safety and medical policies have been set up to meet your child's needs and to protect all children participating in the program. *PLEASE NOTE:* All public schools are smoke- and tobacco-free campuses. Smoking and the use of tobacco products is prohibited.

LICENSING

The Office of Early Childhood is the Licensing Agency in the state of Connecticut. Each site is inspected twice a year. Information about licensing requirements and regulations can be found at their website---ct.oec.org

ACCIDENTS AND EMERGENCY MEDICAL ATTENTION

Our program prides itself on being a safe and healthy place for children. ROSCCO Staff strive to prevent accidents and the spread of illness. However, children are active and, occasionally, accidents will occur. *All staff are certified in first aid and CPR* for those times that the school nurse is not available.

In the event of a medical emergency or accident, staff will provide immediate, temporary care. 911 will be contacted if needed then we will make every effort to contact the parents and/or other persons listed as emergency contacts.

If your child has had a hospital or ER visit during non-ROSCCO, a note is needed from the Doctor stating the child is cleared to return to ROSCCO without restrictions. If there are restrictions or continued medical treatment is required after a hospital/ER visit, the instructions must be provided in writing.

ILLNESS

In the interest of your child and other children participating in the program, Children must be kept at home if they have a fever over 100 degrees. If your child has been exposed to any contagious disease, please notify the school nurse. Children may not return to the school setting until 24 hours fever and symptom free.

It is a parent's responsibility to make sure that there are alternative arrangements in the event that you cannot pick up your child. Illnesses requiring a parent to keep a child home or pick them up early are:

- intestinal disturbance accompanied by vomiting or diarrhea
- undiagnosed rashes
- have sore or discharging eyes or ears
- or profuse nasal discharge

ADMINISTRATION OF EMERGENCY MEDICATION POLICY

ROSCCO staff will only administer Emergency Medications.

Documents required for emergency medication must be submitted to the ROSCCO Registration Office and reviewed by the ROSCCO Nurse Consultant as part of the registration process.

All medication registration documents must be complete and the prescribed medication must be supplied to the ROSCCO Program Site Coordinator before the child's first day of attending.

Please see Registration Information for specific requirements

SAFETY and SECURITY

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

ATTENDANCE

Attendance is taken on a daily basis. Verifying that all students have arrived safely and absences are accounted for is our most important job of the day.

Parents/Guardians **must notify the ROSCCO Admin Office 203. 609.9027** if:

- Their child will not be attending the After School Program on a day which he or she is scheduled to attend.
- Their child is to be picked up from school early. Sending a note to the child's classroom teacher does not suffice, since it may not be passed on to **ROSCCO**

    - They wish their child to attend the program on a day he/she is not scheduled to attend. (Prior approval of the Executive Director is necessary.)
    - It is the parent's responsibility to alert staff of a change in the child's schedule, **example:** *after school or extended day extra-curricular activities & clubs.*

CHILD ABUSE AND NEGLECT POLICY

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

PARENT DROP-OFF & PICK-UP PROCEDURES

TRANSPORTATION

Parents are responsible for providing transportation to the Before School and from the After School programs. School Bus Transportation will be provided by ROSCCO only for scheduled field trips. Please follow your schools' signage for parking, drop-off and pick-up procedures.

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

State Regulations prohibit us from accepting students earlier than 7:30 a.m. Parents/Guardians must accompany their child into the building and escort him/her to the program meeting area. The parent/guardian is responsible for signing the child in.

Although this might not always be convenient, it is a state regulation designed to keep children safe. We cannot accept responsibility for unaccompanied children entering the site premises.

- When the first bell rings indicating the beginning of the school day, ROSCCO staff will dismiss children in grades 1-5. *The Kindergartners will be escorted to their classrooms.*

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

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

A Parent/Guardian or authorized adult must enter the school building to pick up & sign out their child. All children must be picked up by **5:30 p.m.** Parents are asked to be sensitive to the needs of the teaching staff. State Regulations require a minimum of two staff at the program with children at all times. We have not built any additional staff or custodial costs into our program fees. When a parent is late for pick-up, the additional cost for staff and custodian will be charged to the late parent. Be advised that a ***$1 per minute fee will be charged for children picked up after 5:30.*** The late pick-up fee will be added your next tuition invoice

ALTERNATE PICK-UP

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

- *Parents/Guardians must notify the **ROSCCO** Office if their child is scheduled to be picked up by someone **other than those listed on their Authorized Pick Up** Lists*.
- Please notify any Alternate Pick-up people that he/she must be available to pick up your child by 5:30 p.m.

We will require photo identification from the alternate pick-up person not listed on your Authorized Pick-Up List. Please let them know before they arrive so they will be prepared.

PARENT PROGRAM ACCESS

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

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

. PROGRAM REGISTRATION .

- Enrollment is on a pre-registered, prepaid basis and contingent upon availability at the site.
- Same day registration is not available nor is participation on a day-to-day or drop-in basis
- Registration/Tuition fees will not be prorated under any circumstances
- Before and After School Activity Program registration is for five days per week
- Withdrawal requests must be sent in writing to registration@roscco.org.
- To ensure withdrawal for the next billing cycle, please submit your request by the 15th of the month prior, requests submitted after the 15th may result in charges for the following billing cycle.
- Parents/Guardians must notify ROSCCO Registration Office via email registration@roscco.org if there is a change in their address; phone numbers; alternate emergency numbers and/or e-mail.
- All records and information pertaining to children in the program are confidential. ROSCCO records are accessible to a child's registering parent/guardian and ROSCCO staff only. If you should require information or copies of your forms please contact the Executive Director.

ENROLLMENT PROCEDURE

To Enroll in the program and schedule a child's start date:

1. Completing an online registration
2. A non-refundable registration fee of $50 per family plus the first month's tuition per child is due at the time of registration (online only).
3. Submitting for ROSCCO Nurse Approval most recent **State of Connecticut** Child's Health Assessment and Immunization Record
    a. State law requires that the licensed school age childcare programs maintain a copy of each child's Health Assessment Record, including proof of immunizations.
4. <u>For children requiring emergency medication</u> (Ex: Epi-pen, inhaler etc.) during ROSCCO Program Time special **Medical documents and medication are** required (see next page)
5. **Medications must be brought to your child's site before the child may attend**

6. Please Note: For Emergency Asthma Medication not required during ROSCCO Program Time (Ex; administered at home or by the school nurse) a Physician must indicate in writing that medication does not need to be administered during ROSCCO Program Time.
7. For families with special custody, visitation or protection orders which may impact ROSCCO Program Time, a copy of the court order must be submitted as part of the registration process.
8. Parents must call/email to confirm their start date, if the registration has been cleared with all the required information ROSCCO office staff will issue a start date to the registering parent/guardian.
9. The ROSCCO Office staff will send an enrollment list notifying each school main office of new children enrolled and their ROSCCO start date but parents also need to notify their child's classroom teacher
10. Provisional Enrollment ROSCCO regards the days of your first payment cycle as a trial period to evaluate a child's transition to the program. Either party may decide to terminate the enrollment with notice following the ROSCCO Withdrawal and/or Termination policies as expressed in this Parent Handbook.

MEDICATION REGISTRATION PROCEDURE

For children requiring emergency medication (Ex: Epi-pen, inhaler etc.) **during ROSCCO Program Time**

AT REGISTRATION

- an ***Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel Form*** must be submitted for ROSCCO Nurse Approval
- An Emergency Health Care Action Plan for the prescribed emergency medication must be attached
- All forms must be completed and signed by the **child's physician and parent**

PRIOR TO THE CHILD's START DATE/First scheduled day of ROSCCO Parents are required to meet with their child's ROSCCO Site Coordinator. ***At this meeting:*** It is the exclusive **responsibility of each parent**

- To provide **Emergency Medications** according to the physician's medical form.
    - ***All medications must be in their original container, clearly labeled with the child's name and directions for use. Medication submitted to site must also match the doctor's order on file.***
- to communicate to staff regarding their child's medical concerns, any food allergies and all emergency procedures authorized by the child's physician on *Emergency Health Care Plan.*
- To review other special situations, and/or any special requests for handling of snacks, treats, etc.

THROUGHOUT THE SCHOOL YEAR

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

ROSCCO ORIENTATION DAY AND PROGRAM VISITS

Orientation is an important part of the registration process. Meeting your child's **ROSCCO** staff will help alleviate anxiety you and/or your child may have when beginning a new school year. Parents are encouraged to visit their Before and After School Program Site on the first day of school for ROSCCO Orientation. Your **ROSCCO** staff will be on site to greet and meet you and your child.

. TUITION FEES ANDPAYMENTS .

Before and After School Program Tuitions and Fee Collection
The fees are moderate, considering the hours of service, the expertise of staff, and the overall quality of the program.

- There are ten scheduled tuition payments due over the course of the school year.
- The tuition payment includes programming for 181 days schools are scheduled to be in session, with the exception of the first day of the school year which is ROSCCO Orientation for new families.
- Upon enrollment a non-refundable $50.00 registration fee per family is required along with the first tuition payment.
- Tuition fees will not be discounted because a child is absent from the program due to illness or family vacation.
- Tuition fees will not be prorated under any circumstances
- Tuition payments are invoiced on the **20th** of each month and are applied as pre- payment for program participation. A late fee of **$10.00** is charged for payments received after the last day of the month.
- Tuition Fees do not include or cover the fees for ROSCCO School Vacation or Summer Programs.
- Parents with extenuating circumstances are encouraged to call the **ROSCCO** Executive Director in advance of a payment due date to notify us of any problems related to payment.
- Financial Assistance may be available to those who qualify through the State subsidized **Care for Kids Program.** Parents must contact them directly to apply. The number is: 888-214-5437. In order to register the parent will pay the 1st month and registration. Care for Kids is credited as funds are received. Families anticipating financial support from Care for Kids must make payments in full until a certificate is received by our program.

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

2024-2025 ROSCCO Program Fees

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

Please make sure you have your child's Connecticut Health Assessment Record form saved as a file and ready to upload at the time of registration online.

ROSCCO BEFORE SCHOOL ACTIVITY PROGRAMS FEE CHART

DAVENPORT RIDGE, HART MAGNET, K.T. MURPHY, ROGERS INTERNATIONAL, ROGERS@STRAWBERRY HILL, ROXBURY, SPRINGDALE, STARK, TOQUAM MAGNET, AND WESTOVER MAGNET Excluding: NEWFIELD, NORTHEAST & STILLMEADOW

Programs beginning at 7:30 a.m.

DAYS PER WEEK	PER CHILD MONTHLY FEE
5	$193

ROSCCO AFTER SCHOOL ACTIVITY PROGRAMS FEE CHART FOR SCHOOLS:

NEWFIELD, NORTHEAST, AND STILLMEADOW

Programs ending at 5:30 p.m.

DAYS PER WEEK	PER CHILD MONTHLY FEE
5	$367

ROSCCO AFTER SCHOOL ACTIVITY PROGRAMS FEE CHART FOR SCHOOLS:

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

Programs Ending at 5:30 p.m.

DAYS PER WEEK	PER CHILD MONTHLY FEE
5	$310

PAYMENT SCHEDULE

PAYMENT DUE DATE	Billing Cycle Dates Start Dates	PAYMENT DUE DATE	Billing Cycle Dates Start Dates
1st payment upon Registration	(8/28/24-9/24/24)	January 20	(1/30/25-2/26/25)
September 20	(9/25/24-10/23/24)	February 20	(2/27/25-3/24/25)
October 20	(10/24/24-11/20/24)	March 20	(3/25/25-4/25/25)
November 20	(11/21/24-12/20/24)	April 20	(4/28/25-5/21/25)
December 20	(1/2/25-1/29/25)	May 20	(5/22/25-Year End)

All fees are subject to change.

IMPORTANT PHONE NUMBERS AND THINGS TO REMEMBER
ROSCCO BEFORE & AFTER SCHOOL ACTIVITY PROGRAMS
2024-2025

PHONE NUMBERS:
Answer 24 Hours a Day

ROSCCO ADMINISTRATIVE OFFICES:
203-609-9027 FAX: 203-609-9083

ROSCCO REGISTRATION OFFICE:
203-977-2734 FAX: 203-964-8399

Registration Office Hours
8:00 a.m.- 3:00 p.m.

Care 4 Kids

888-214-5437

Child Care Subsidy Assistance

		FAX
DAVENPORT RIDGE		
Main Office	203-977-4291	203-977-5116
HART MAGNET		
Main Office	203-977-5082	203-977-5084
K.T. MURPHY		
Main Office	203-977-4516	203-977-5103
NEWFIELD		
Main Office	203-977-4282	203-977-4818
NORTHEAST		
Main Office	203-977-4469	203-977-4312
ROGERS INTERNATIONAL		
Main Office	203-977-4560	203-977-5732
ROGERS @ STRAWBERRY HILL		
Main Office	203-977-6600	203-977-6607
ROXBURY		
Main Office	203-977-4287	203-977-4615
SPRINGDALE		
Main Office	203-977-4575	203-977-4058
STARK		
Main Office	203-977-4583	203-977-5426
STILLMEADOW		
Main Office	203-977-4507	203-977-4506
TOQUAM MAGNET		
Main Office	203-977-4556	203-977-5055
WESTOVER MAGNET		
Main Office	203-977-4572	203-977-5180

After School Sites - After 4 p.m.

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

PHONE LOCATIONS
CAFÉ=Cafeteria/Kitchen
MR=Music Room
RO=ROSCCO Office
TL=Teacher's Lounge

DAVCO	203-977-4879 (CAFÉ)	203-977-4132 (GYM)
HARTCO	203-977-2734 (RO)	
MURCO	203-977-5454	
NEWCO	203-977-4809 (CAFÉ)	
NORTHCO	203-977-5407 (GYM)	
QUAMCO	203-977-4755 (MR)	
ROSCCO	203-323-0681 (RO)	
ROXCO	203-977-4878 (CAFÉ)	
SPRINGCO	203-977-5095 (GYM)	
STARKCO	203-977-4436 (TL)	
STILLCO	203-977-4321 (TL)	
STRAWCO	203-609-9027 (ROSCCO OFFICE)	
WESTCO	203-975-9559 (RO) or 203-203-977-6153 (TL)	

Call the ROSCCO OFFICE if you are unable to contact your child's site.

EMAIL CONTACT FOR EACH SITE LOCATION
ROSCCO BEFORE & AFTER SCHOOL ACTIVITY PROGRAMS
2024-2025

DAVCO	**davco@rosccoactivitiesprogram.org**
HARTCO	**hartco@rosccoactivitiesprogram.org**
MURCO	**murco@rosccoactivitiesprogram.org**
NEWCO	**newco@rosccoactivitiesprogram.org**
NORTHCO	**northco@rosccoactivitiesprogram.org**
QUAMCO	**quamco@rosccoactivitiesprogram.org**
ROSCCO	**roscco@rosccoactivitiesprogram.org**
ROXCO	**roxco@rosccoactivitiesprogram.org**
SPRINGCO	**springco@rosccoactivitiesprogram.org**
STARKCO	**starkco@rosccoactivitiesprogram.org**
STILLCO	**stillco@rosccoactivitiesprogram.org**
STRAWCO	**strawco@rosccoactivitiesprogram.org**
WESTCO	**westco@rosccoactivitiesprogram.org**