



PARENT HANDBOOK

Welcome to the Lighthouse Program!



Welcome to the Lighthouse Afterschool Program!

Thank you for choosing the Lighthouse Program to meet your child's before, after school and summer program needs. Our vision for the program is to provide a safe environment that complements school day learning and fosters intellectual, artistic, cultural, physical, social and emotional development of children and youth by partnering with and supporting the efforts of family, school and community. Children, youth and adults will be provided opportunities to become independent lifetime learners as well as innovative, creative, and productive citizens.

This handbook is designed to serve as an additional resource for parents and guardians regarding the Lighthouse Afterschool and Summer Programs. It includes information about activities, policies and procedures. Please read this handbook carefully and keep it in a safe place for easy reference.

Many thanks to *“Team Lighthouse”* for their commitment positively impacting the lives of children; to the parents\guardians for entrusting us with your children; community partners for your support and providers for fostering the needs of our programs.

The pages that follow provide you with important information about your child's participation in the program. Please feel free to contact us with any questions.

We Shine Together!

Regina Vermont, Director

Department of Youth Services\Lighthouse

City of Bridgeport

The Lighthouse Program is required by law to inform parents of children utilizing our program that the following applies:

The City of Bridgeport Lighthouse Program is exempt from licensing under the current statutes as it falls into the category of exemptions that reads as follows: Connecticut General Statutes, Section 19a-77(b)(1)(B) provides that a program administered by a municipal agency or department is not required to be licensed to operate. Pursuant to Public Act 16-100, the municipal agency or department shall inform the parents and legal guardians of the children participating in the program that such program is not licensed by the OEC to provide childcare services.

Educational Program Plan

Children attending Lighthouse Programs will follow a flexible daily schedule that strives to meet the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed, shall be free from religious activities, and shall whenever possible incorporate needs of individual children shared by their respective day time teachers.

There will be sufficient opportunity for indoor and outdoor physical activities, which will allow for fine and gross motor development.

The schedule will include unique opportunities within a healthy, safe and structured environment where students can engage in enriching activities, receive academic support and develop essential life skills such as: problem-solving, critical thinking, social and communication, sensory recognition etc.

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

1. Arts and media with dramatic play where appropriate
2. Music
3. Language and language learning experiences
4. Motor activity
5. Experiences that promote self-reliance, self-reflection and social/emotional learning
6. Health education practices
7. Child initiated and teacher-initiated experiences
8. Exploration and discovery
9. Varied choices in materials and equipment
10. Individual and small group activities
11. Active and quiet play
12. Rest, sleep or quiet activity for Pre-K, K and 1st grade classes as needed
13. Nutritious meals and snacks

Days and Hours of Operation

The Lighthouse after school program and BYC program is open Monday through Friday from dismissal to 6:00 pm. There will be **NO LATE PICK UP OPTION**. The program generally starts the first full day of school and runs through the first week of June. A nutritious meal is provided through the district's nutrition center. The Lighthouse before school program is available at select schools and begins promptly at 7:30 am until the start of the school day. The before school program begins the first day of school and ends the last day of school. The Lighthouse summer program and the BYC program is open Monday through Friday for five full weeks during the summer from 8:30 am until 5:30 pm. The summer program typically begins the first day of July and runs through the first full week of August. Breakfast and lunch are provided through the districts Nutrition Center. Lighthouse follows the school schedule and will not be open when school is not in session for holidays, weather closings, school vacations and scheduled half days.

Registration

Registration for the Lighthouse Program is on a first come – first serve basis and begins during parent/teacher conferences each April and then daily thereafter as space permits. Pre-registration for current after school participants generally begins the day before in an effort to reduce long lines and wait times. All fees incurred for the subsidized program are based on a sliding scale that follows the federal poverty guidelines for family size.

Program	Registration fee per child	Families falling below 185 % federal poverty	Cost per child
Lighthouse (K-5th)	\$25.00 (summer) \$25.00 (school year)	Registration fee applied toward first five weeks payment	\$10, \$25, \$40 weekly (sliding scale summer) \$5, \$10, \$15 weekly (sliding scale school year)
BYC (6th-8th)	\$25.00 (summer) \$25.00 (school year)	Registration fee applied toward membership rate	\$50.00 Flat Membership Rate (Summer) \$75.00 Flat Membership Rate (School Year)
Multiple children for Lighthouse and BYC registration		First child will be full price\Second will be half price\Additional children are FREE	
Before School (Select Schools)	0	N/A	\$20 weekly (depending on registration numbers - no sliding scale)
Pre-School-Self Funded	0	N/A	\$30-\$100 weekly (depending on registration numbers)- no sliding scale

At the time of registration, parents are asked to provide proof of annual household income (preferably most recent tax return). Please white out/cover over social security numbers for yourself and your children on all copies of tax returns, W-2's and paystubs before submitting them to Lighthouse staff. **Families are NOT required to provide verification of financial status and are able to self-report their income.**

The subsidized 5:30 program requires children be picked up at the end of the program day and no earlier. In this regard, the program will be utilized by participants in a manner consistent with grant guideline expectations. **Parents who wish to pick children up regularly prior to 5:45 must enroll the child in the non-subsidized program at a rate of \$10.00 per hour.** There will be no late pick-up option. Arrangements must be made for students to be picked up by the end of the program day. Site coordinators will use discretion in applying permanent loss of program privileges. Repeat offenses shall be taken into consideration as well as whether or not a parent has communicated in advance why they will be late or why they need to pick up early.

Fee Collection

The Lighthouse Program charges a nominal fee for service that helps support daily operations at 24 Lighthouse sites. A combination of city, state (*State Department of Education*) and federal funds (*21st Century Community Learning Centers*) along with private donations and parent fees ensures the program is fully functional. **All program fees are recommended and NOT a requirement for enrollment/continued service.** Arrangements may be made with the site coordinator to accommodate specific parent needs. **No child will be turned away based on ability to pay. All fees paid must be in the form of money orders or bank checks. Cash and personal checks are not acceptable forms of payment.** Lighthouse staff MUST receipt you at the time of payment. Please do not leave without a receipt. Lighthouse fees may not be left in the main office with daytime staff for a future receipt. Parents must provide payment directly to the Lighthouse coordinator or his/her designee. Those parents who fall behind three or more months may be referred to the Lighthouse Central office at which time a representative will be in touch to work out a potential solution.

Children Entering the Program

Each child entering the Lighthouse Program must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Pre-school children must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends.

Discipline Policy

The Lighthouse Program follows school day policies and procedures with regard to discipline of children and youth attending the program. Actions and behaviors not acceptable during the school day are not acceptable after school. Lighthouse shall do its best to handle each situation as it arises and with the support and input of parents whenever possible. The goal of discipline is to help the child develop self-control so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

Positive guidance

Setting clear limits

Redirection

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult. Should you have a concern about the way in which your child or other children are being disciplined, please bring it to the attention of the Site Coordinator first. If that is not feasible or you are uncomfortable doing so, please call the Lighthouse office at 203-576-7252. Site Coordinators shall discuss this policy as well as the statement on the Lighthouse and BYC registration and ask parents to sign once discussed.

Agreements with Parents

Parents/Guardians agree to call if their child is going to be absent for any reason and/or any length of time. Unless a child is officially withdrawn in writing, payment is expected. All policies requiring parent attention will be communicated clearly. All programs, activities and special events involving the child shall be communicated to parents. All incidents and/or accidents serious in nature or warranting emergency medical attention will immediately be communicated to the parent/guardian.

Parents are expected to adhere to the Lighthouse policy on pick up times for students registered in the subsidized program. Barring emergency situations, pickups prior to 5:30 pm are strongly discouraged as they are disruptive to the program and your child's overall after school experience. Suspension of services may be applied if there is continued abuse (3 or more times) of this policy.

Toys, video games, phones, etc. are not to be brought from home except on specified days. The Lighthouse Program reserves the right to hold on to these items should they be brought in and subsequently cause a distraction. They will be returned to your child/you at dismissal. Lighthouse will not assume responsibility for any damage, misplacement of or stolen technology.

Transportation – Release of Students

Lighthouse policy requires the parent to come into the building to sign his/her child out at the end of the day. Parents are not permitted to stay in their vehicles and wait for their child to exit the building. Parents are also not permitted to roam the building looking for their children. Pick up shall be at one central location with proper sign out procedures in place at all times.

Please note that until such time staff is familiar with each authorized individual, identification will be required. No child shall be released to anyone under the age of 18 and no child will be released to a parent/guardian or other adult if Lighthouse staff suspects that individual might be impaired. School police will be called to ensure both the child and the adults safety.

At no time whatsoever are Lighthouse staff or agency representatives able to transport any child to or from the program for any reason.

Unless otherwise noted, WE Transport shall be the transportation company of choice for trips and special events in which Lighthouse children are participating. They are licensed and insured and currently providing daily service for the Bridgeport Board of Education.

Closing Time Plan Policy

If a child has not been picked up within fifteen minutes of closing time (6:15 for pick up respectively), a staff person will attempt to call the child's parents/guardians at their work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed as emergency contacts. School police may be called after sufficient time has passed and only when parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to school police. Two staff members, one of which must be the site coordinator or his/her substitute for the day will remain with your child at all times and until such time he/she is picked up by school police.

Should the Site Coordinator deem it necessary to feed your child(ren) as a result of extreme tardiness, the program reserves the right to seek reimbursement from the parent.

Any changes in address, phone number, employment, approved individuals for pick up, etc. must be given to the Site Coordinator in writing and updated regularly as needed. Any custody issues shall be presented to Lighthouse with proper court documents or both parents known to staff shall have access to their children at all times.

In case of inclement weather, please listen to WICC AM, or watch channel 12 for closings or delays. Text and automated phone messages will also be used to communicate weather related events and emergency situations.

Meals and Snacks

The Lighthouse Program, in partnership with the districts Nutrition Center, shall provide breakfast and lunch during the summer program and a full meal during after school. Parents should provide water bottles and a nutritious snack for their child during the summer program.

Parent Involvement/Access to Program and Facility

Parents are encouraged to visit the Lighthouse Program whenever possible.

Parents are encouraged to play an active role and take on leadership responsibilities within Lighthouse and should be encouraged to do so by site coordinators. Participation in the Lighthouse site or district advisory council are perfect examples. This shall include assisting and making recommendations for program design and implementation. Any and all special activities and events parents are interested in providing to their child's class are welcome. Such activities, special events, etc. are to be done within the classroom and shall be approved in advance by the Site Coordinator. Parent volunteers are more than welcome to participate as chaperones during trips and are always encouraged to attend shows and various Lighthouse special events. Regular volunteer opportunities are welcome and encouraged. please contact the Lighthouse office directly at (203) 576-7252 for more information.

Parental Confrontation

Site Coordinators and School Climate Facilitators have been trained to de-escalate circumstances. Abusive behavior by parents toward staff, students or other parents will not be tolerated and may result in the police being called and the inability of that parent to enter the building in the future. Parents should report any concerns they have with a Lighthouse staff person or site-based operations to Lighthouse Central Office at 203-576-7252 for follow up with the site-based agency.

Medication Administration

The Lighthouse Program does not have a school nurse on duty. Lighthouse staff receive medication administration training as required by law. The Lighthouse Program will store and if allowed by law administer prescribed inhalers and epi-pens, as well as prescription medications and EMERGENCY oral medications (i.e. Benadryl) with parent's consent. An authorization form, signed by doctor and parent, must be provided to the Lighthouse Program along with the script.

The form includes information such as:

- The child's name, address and birthdate
- The drug name
- The prescribed dosage
- The method of administration
- The time to be administered
- The side effects
- The prescriber's name and address

All medications must be in their original container and clearly labeled with child's name and directions for use. Medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be double locked.

The Lighthouse Program will keep accurate documentation of all medications administered. Included in the documentation are:

- The date and time the medication was administered
- The dose administered
- The signature of the staff administering
- Any comments

Parents will be notified when/if a child has received any medication. At no time will untrained staff be allowed to administer medication.

MEDICAL EMERGENCY:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. In the event a child becomes ill, parents will be notified, and the child will be brought to the site coordinator for pick up. Should the child require advanced care, 911 will be called while the coordinator is tending to your child another staff person will notify the parent/guardian and update them as to where their child will be taken. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. **IT IS IMPERATIVE THAT ALL CONTACT NUMBERS ARE UP TO DATE AT ALL TIMES.**

EMERGENCY PLANS

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FIRE

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be taken on the way out. The group will walk to the field area, safely away from the building, and line up for attendance. If this is not feasible students will be taking to an off-site location. The staff will immediately take attendance. The person in charge will be responsible for taking the sign-in and out sheets, portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will begin calling parents for pick up. Fire drills are planned throughout the year so all staff and students are better prepared in the event of an emergency. Parents will be notified via cell phone as to location for pick up.

WEATHER

On snow days, or during other hazardous weather emergencies, the program will follow the town Public School closing, delay or early dismissal schedule. Parents will be notified via radio, TV news announcements, telephone or text. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

EVACUATION

In the event the facility must evacuate, children will either walk to their safety location or be driven via WE Transport. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone as to where they may pick their children up.

LOCK DOWN

In the event of a lock down, all access points to the school shall be locked. All classrooms shall be locked. Staff have been trained on proper protocol in this instance. No one enters or exits the building during lock down. This includes parents attempting to pick children up. If you are in the building you will not be allowed to leave, if you are outside the building, you will not be allowed in until such time the lock down has been lifted.

Program Goals and Communication of Goals

Parents shall be provided with regular and consistent information on current and planned goals for the specific program their child participates in.

Lighthouse Policy requires continuous communication with children and parents regarding program offerings and special activities. This two-way communication can be formal or informal. Formal communication generally takes place for evaluation purposes and includes surveys of all stakeholders. It may also take place periodically through requests for feedback from site coordinators. Informal feedback shall consist of dialogue between staff and participants as well as staff and parents or other stakeholders and shall take place more regularly.

Interested families may participate in a site based or district based advisory council to assist in decisions impacting program planning and operations. Such advisory committees shall meet a minimum of three times yearly. Once in the fall, winter and spring. If advisory council participation is not an option, parents shall still have the opportunity to participate in any strategic planning that might occur in reference to programming. All families are strongly encouraged to join family learning activities offered at each site throughout the course of the year. Site Coordinators under the direction of agency partners shall make every effort to incorporate feedback received by all stakeholders into current or future program offerings.

Program Goals/current schedules, etc. shall be posted in a prominent place where parents tend to congregate but specifically near sign out locations.

Equal Opportunity to Participate - Fair and Equitable Recruitment

Participants shall be recruited in a fair and equitable manner. This shall include but not be limited to the manner in which program availability is posted and advertised.

Beginning in April with parent/teacher conferences, students shall be enrolled in both the summer and following school year program on a first come/first serve basis and based on availability for each grade. Thereafter, registration shall be ongoing until all grades are full and the program has reached capacity. Lighthouse will do its best to accommodate all families.

Materials used for recruitment of participants including parent notices and registration forms shall be issued in English and Spanish. Other languages shall be made available as needed. Copies of parent notices and all information with respect to registration shall be readily available and posted at each school.

The Lighthouse Program shall not discriminate against any child based on race, color, disability or religious beliefs. The program commits to compliance with all federal civil rights laws including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age of Discrimination Act of 1975.

Students with disabilities shall be treated fairly and equitably with each child's needs being evaluated independently of children with similar disabilities. Every reasonable effort shall be made to accommodate the needs of children with disabilities and no child shall be turned away based solely on such disability.

**Lighthouse Program
Central Office Team
Contact (203) 576-7252**

Regina Vermont, Director
Mark Harp, Youth Program Manager
Judith Marella, Bookkeeper
Gloria Castillo, Administrative Assistant
Natasha Rivers, Site Monitor\Special Projects Manager
Michele Dias, Assistant Special Projects Manager
Colleen Briganti, Curriculum Specialist

Lighthouse Agency Providers (Site Managers)

****Responsible for site-based staff and day-to-day operations*

Bethel Church

Contact: Norsie Hare (203) 384-9200

Site: Bryant School

Bridgeport Youth Lacrosse

Contact: Don Wilson (203) 273-6084

Sites: Blackham, Discovery, Hallen

Neighborhood Studios

Contact: Mazie Muniz (203) 366-3300

*Sites: Barnum\Waltersville, Cross, Batalla, Columbus, Curiale
Bassick, Central and Harding*

Monitor My Health

Contact: Dr. Dana P. Wade, MD 1 (800) 945-9476

Sites: Blackrock, Johnson, Winthrop, Hooker

YMCA

Contact: Brenda Gaffney (203) 334-5551

*Beardsley, Claytor, Marin, Madison, Multi-cultural (JFK),
Park City Magnet, Read, Roosevelt, Tisdale*

Lighthouse Afterschool 2024-2025

*** Denotes before school availability (parent fee-based ONLY)

Central Office Phone: (203) 576-7252

Please save your child's school Lighthouse phone # in your phone for easy access

Barnum-Waltersville
(held at Barnum)
495 Waterview Avenue
Bridgeport, CT 06608
(203) 275-2301

Beardsley
500 Huntington Road
Bridgeport, CT 06610
(203) 275-3828

*** **Blackham**
425 Thorme Street
Bridgeport, CT 06606
(203) 275-4123

*****Black Rock**
545 Brewster Street
Bridgeport, CT 06605
(203) 275-3822

Bryant
230 Poplar Street
Bridgeport, CT 06605
(203) 275-4501

*****Cesar Batalla**
606 Howard Avenue
Bridgeport, CT 06605
(203) 579-8500

Columbus
275 George Street
Bridgeport, CT 06604
(203) 275-1901

Curiale
300 Laurel Avenue
Bridgeport, CT 06605
(203) 275-4300

*****Discovery Magnet**
4510 Park Avenue
Bridgeport, CT 06606
(203) 275-6084

Geraldine Claytor
240 Ocean Terrace
Bridgeport, CT 06605
(203) 275-4816

*****Geraldine Johnson**
475 Lexington Avenue
Bridgeport, CT 06604
(203) 275-2501

*****Hallen**
68 Omega Avenue
Bridgeport, CT 06606
(203) 275-3783

Jettie Tisdale
(also serving Dunbar
School students)
250 Hollister Avenue
Bridgeport, CT 06607
(203) 275-2010

Multi-Cultural Magnet
JFK Campus (also
serving Edison & Hall
students)
(203) 275-4601

Multi-Cultural Magnet
JFK Campus (also serving
Edison & Hall students)
(203) 275-4601

John Winthrop
85 Ekhart Street
Bridgeport, CT 06606
(203) 275-3000

Luis Muñoz Marin
479 Helen Street
Bridgeport, CT 06608
(203) 275-4404

Madison
376 Wayne Street
Bridgeport, CT 06606
(203) 275-4650

Park City Magnet
1526 Chopsey Hill Road
Bridgeport, CT 06606
(203) 275-2678

Read
130 Ezra Street
Bridgeport, CT 06606
(203) 275-4710

Roosevelt
680 Park Avenue
Bridgeport, CT 06604
(203) 275-2101

*****Wilbur Cross**
1775 Reservoir Avenue
Bridgeport, CT 06606
(203) 275-2600