

East Hartford School Readiness

Policies and Guidelines

Alternate Care Plan Policy

Reference (B-04/GP14-05)

East Hartford School Readiness Full Day and Extended Day Programs must have 50 weeks of service available to families exclusive of legal holidays. Legal Holidays for East Hartford include – New Year’s Day, Three Kings Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

East Hartford School Readiness Programs must ensure that all School Readiness families must have access to a 50-week system of child care. The East Hartford School Readiness (EHSR) Council recognizes that some programs may need to close their program for one or two weeks a year due to emergencies or program needs. The following policy guidelines apply to those programs:

1. Each sub-grantee must submit their program calendar each grant year with days the program will not be available for families.
2. If the need arises for a program to request a closing after the grant proposal, requests may be made 60 days prior to a prospective program closing to the East Hartford School Readiness Administrator.
3. Requests for program closings must include: dates of proposed closing, reason for the program’s closing, a plan for alternate care to accommodate the School Readiness families’ needs and how reimbursement will be made (program responsibility) **or** how families will be reimbursed the weekly cost of care needed to secure the alternate care selected by the family (family responsibility), a copy of the family notification about the closing including the reason for the closing and notification about the cost per week child payment to be made to the family one week prior to the program’s closing.

Families must be made aware of the closing prior to enrollment into the School Readiness program. Closings will be considered for one or two weeks per grant period if programs close to provide staff training, staff vacation time without substitute coverage, or for thorough cleaning and maintenance of a program facility. The EHSR Council may consider other closings if properly submitted.

The East Hartford School Readiness Council has the right to deny any requests.

Alternate Care

It is understood that the East Hartford School Readiness Programs will remain at their original program site for consistency and continuity. The EHSR Council understands that under certain conditions (i.e. construction, staffing, safety, etc.) a program may need to move children or the actual program to another site.

The following procedure shall be in place for relocation of the program:

1. A written explanation as to why the relocation is needed including timelines and supporting documentation must be submitted to the EHSR Administrator within 60 days of the relocation
2. The EHSR Administrator will then present the request to the EHSR Council for approval
3. Contingent funding is based on EHSR Council approval
4. Emergency situations will be considered immediately and the 60 day period waived