



Parent Handbook

**The place where
kids have so much fun,
they beg to stay later**

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STATEMENT OF PURPOSE

The After School Club is a joint ministry of two Woburn churches, the Lutheran Church of the Redeemer and the United Methodist Church. It was created in response to expressed community needs for additional after school care that is both superior in quality and affordable in price. The program is Christian in values but non-denominational. It stresses the values of responsibility, service, love, and care for each other, and acceptance of diversity. We are open to children ages 5-14.

The activities offered by the After School Club, some child initiated, provide an opportunity to be part of a group, enjoy recreation, and learn new skills in a safe, stimulating environment.

Participants in this program are in an environment which is structured and supervised, but provides opportunities for individual choice. Outdoor play is encouraged in the playground as well as the paved and wooded areas. There are times for snacks and homework, as well as arts and crafts, music, special enrichment programs, board games, service projects, and field trips.

ENROLLMENT PROCEDURES

We encourage prospective new families to make an appointment to first visit the After School Club, in order to become familiar with the program, building and staff. We encourage families to check out our website. All needed paperwork can be found on our website.

For the school year program,

- The required forms must be filled out and returned with the non-refundable registration fee and non refundable deposit or first month's tuition. Only then is the child enrolled.
- For enrollment at other times of the year, the remaining forms must be turned in at least **2 business days** prior to the child's first day.

For the summer program, the entire packet of required forms must be filled out and returned, along with the non-refundable summer registration fee and deposit, before registration is complete and space can be guaranteed.

Parents must review this parent handbook to learn about policies and procedures. A handbook acknowledgement form must be signed. You can access the handbook on our website or request a copy.

No one may begin the summer program or the school year program with an unpaid balance from the past.

NON-DISCRIMINATION POLICY

The After School Club does not discriminate in providing service to children and their families on the basis of race, color, religion, cultural heritage, political beliefs, national origin, disability, age, marital status, family/parental status, gender identity (including gender expression) or sexual orientation. Our building is handicap accessible.

Notification of any change in the non-discrimination policy will be made in advance in writing. If you have any questions, please contact one of the program co-directors at 781-937-7670.

PROGRAM PLAN

The After School Club will provide a program that exposes its students to diverse creative and challenging activities that will enhance their physical, intellectual, emotional, moral, and social development. The program will offer a mixture of structured and unstructured activities including team, small group, and individual outdoor and indoor activities.

During the school year, the basic outline for each day is as follows:

- 3:00 - 4:15 Each group has time for snack, for outdoor (or gym) free play, for free time in the classroom, and for homework and quiet reading time after brief free time and snack
- 4:15 - 5:00 Daily choices: three or four choices daily, including but not limited to arts and crafts, sports, nature activities, games, science, building toys, puzzles, drama, cooking, and music. **Homework room when available**
- 5:00 - 5:15 Quiet reading time
- 5:15 - 5:45 Free play and/or continue homework

During daily reading time, the children read books of their own choosing, at their reading level. Children are encouraged to bring a book with him or her, but there will always be a wide variety of reading materials available at the After School Club. Older children sometimes read to younger non-readers during this time. The time is recorded by those older children who wish to turn in the minutes so spent for Y.E.S. (Youth Engaged in Service) credit in the Woburn Public Schools.

Whenever possible, the children will play outdoors. On days when this is impossible, they will play games and engage in indoor sports in the gym.

Both parents and children sign a homework contract, to ensure that the work gets done, if that is what the parents wish. Please ask to see a copy of our homework contract form, if you have concerns.

During the summer, there will be a theme each week, so that informal learning can be encouraged through a variety of activities and field trips. The basic outline for each day is as follows:*

- 8:00 - 9:00 Early morning free time in classrooms
- 9:00- 9:45 Activity choices, indoors and out
- 9:45 - 10:15 Morning snack in classrooms
- 10:15 - 11:45 1st group swims; others have choice of activities; one group has earlier lunch
- 11:45 – 1:15 2nd group swims; others have lunch and quiet reading time, then choice of activities
- 1:15 - 2:45 3rd group swims; others have choice of activities
- 2:45 - 3:00 Afternoon snack in classrooms
- 3:00 - 4:30 4th group swims; others have choice of activities
- 4:30 - 5:45 Late afternoon free time in classrooms **or organized games outside**

*Schedules may vary from week to week depending on the theme.

Each class has water play every day (field trip and weather permitting). Water times are rotated.

On Wednesdays, there will be field trips to points of interest in the greater Boston area, connected when possible to the week's theme. Parents will be notified of the times and destinations of each field trip. Some field trips are "in house," and the event comes to us.

WHAT TO BRING / WHAT TO WEAR

During the summer, each child should **bring daily** the following items, and they should be marked with the child's name:

- A nut safe lunch that does not need to be warmed up or cooked and a drink in an insulated lunch box.
- Water bottle
- Swim suit
- Towel
- Swim shoes or flip flops for swimming
- Closed toe shoes for play in the woods and on the hardtop.
- Sunglasses (recommended for field trips)
- Hat (recommended for field trips)
- Waterproof sun block (write child's name on with permanent marker and cover with clear tape) **or purchase sunscreen from ASC**
- An extra set of clothes, including underwear, in a bag in the child's milk crate or cubbie , in case the child gets wet while playing
- A water bottle may be brought, especially on field trip days **or purchased from ASC**
- On field trip days, children must wear an ASC tee shirt. You will receive one with enrollment. Additional tee shirts may be purchased for an additional fee.
- On field trip days, only those **who have completed 4th grade and above** may bring extra money for snack bars, museum stores, etc.

Year round, if children bring toys from home, the items must have the child's name on them, and are to be kept in the children's milk crates unless otherwise given permission to use them. Electronic games may be used during free time, prior to 8:30 a.m. **and after 4:30 p.m.**, and on the bus on long distance field trips **only with your permission**. During the school year, they may only be used after 5:15 p.m.

Year round, Music devices with headphones are allowed during free time, the same as electronic games, and during homework, as long as reasonable progress is made on assignments. Music and electronic games may not be shared among students, since different families have varying rules about what is acceptable. Because of the multiple functions of cell phones (texting, picture taking etc,) **children are only allowed to use a cell phone for games and reading at appropriate times not allowed to use a cell phone during their time at ASC.**

Children who do not have appropriate outdoor clothes and footwear may not be allowed to play outdoors.

The ASC is not responsible for **electronic items** (including, but not limited to, iPods, smart phones, hand-held video games, smart watches or other items like trading cards, money, etc.) should these items get lost or damaged. On field trips, we will allow electronic gear, **with your permission**, in a backpack or other carrier provided by you. They may not take the items out of the backpack until they return on the bus.

No cell phones can be used by children while attending the program. Please label all items that your child brings to ASC.

Please label everything your child brings with them!

WHAT NOT TO BRING

- Pocket knives or weapons of any kind.

- Explicit tee-shirts or other apparel that is offensive, discriminatory, or suggestive cannot be worn. If a child wears something determined to be inappropriate, s/he will be asked to wear it inside-out for the day.
- Toys from home can be sent at your discretion. We are not responsible for lost or damaged items.

TUITION AND FEES SCHOOL YEAR PROGRAM

A non-refundable school year program registration fee is due at the time of registration every year.

The tuition includes early release days. Extra days, when space allows, are available for an additional fee.

When registering a child in advance for September admission, the initial payment must include the non-refundable registration fee and a non-refundable deposit. The remainder of the first month's tuition is due September 1. Two weeks' notice of a reduction in services is required.

When registering a child during the school year, the initial payment must include the registration fee plus the entire first month's tuition, which may be prorated if the admission date is not the beginning of the month. During that first month of attendance, the second month must also be paid. The registration fee is non-refundable, and the usual two weeks' notice must be given to withdraw.

During the school **breaks** in February, and April, we are open for a full day, 8:00 am - 5:00 pm and we take a field trip each day or have an in house field trip or special event. We are closed on many of the one-day holidays, including the first day of both the February and April vacations. **We are closed during December break.** Please check the calendar elsewhere in this handbook. You may pick and choose which days your child attends. You may add extra days during the vacation, beyond your child's regular schedule during any vacation. At the beginning and end of the school year, there may be additional days when we are open for a full day, but there is no field trip planned. The cost for those days will be announced in advance. Payment must be received with the registration for the full days in question, normally about 10 days prior to the vacation, and there is no refund if the child does not come.

Tuition that is paid for one day cannot be credited to another day when a child is sick, absent, or school is canceled due to inclement weather.

There are discounts per day for 2 **or more** sibling in the same See rate sheet for specific amounts.

Some financial assistance is available. Application forms are available upon request.

Each month's tuition bill must be made in full on the first day of the month for the following month (**unless specific arrangements have been made with the Co-Directors**).

The tuition policy is as follows effective May 1, 2011:

1. A bill is issued to all parents or guardians 15 days in advance of the due date.
2. A \$15 late fee will be charged if no payment is received by the 5th of the month.
3. A written notice will be issued if payment has not been received by the 5th of the month.
4. A written notice with an additional \$15 late fee (total of \$30 in late fees) will be issued on the 10th of the month which will state the date of the child's termination from the program.
5. A written termination notice will be issued on the 15th day of the month.
6. If the family would like to appeal the termination, a letter of appeal from the family and a supportive letter from a director may be presented to the board for reinstatement.

Two weeks' notice must be given when the child is withdrawn from the program or when the family wishes to reduce the number of days the child attends. The family must pay for those two weeks. If a refund is owed, we will pay it upon confirmation from our treasurer. In order for a refund check to be rewritten, the parent who loses a refund check must bear the cost of cancelling the ASC check.

There is a \$5 fee each time a family fails to notify the After School Club by 1 p.m. on a day when their child will be absent from the program, except in cases of last-minute illness or injury at school. This is a "finder's fee" because we have to determine where the child is. The schools do not let us know when children are absent. Our answering machine is on 24 hours a day for you to leave a message.

Parents who pick up their child after 6:00 p.m. are charged \$1 per minute. After the 5th late pick up you will be charged \$5 per minute until the end of that enrollment period (September – June).

When the bank returns a check, a \$10 fee will be added to the child's bill. The funds to cover the returned check plus the \$10 are due within five days.

Each family may take **one week of vacation** from the program, at no cost, between September and June, with one week's notice. We will prorate one month's tuition to reflect a week of vacation. **Your tuition statement for the month following your vacation will reflect that credit.**

TUITION AND FEES SUMMER PROGRAM

No child may begin the summer program with a leftover balance due.

At the time of registration, the non refundable registration fee and a non refundable deposit of \$10 per day must be paid.

There are discounts per day for **2 or more siblings** in the same family. See rate sheet for specific amounts.

Parents who pick up their child after 6:00 p.m. are charged \$1 per minute. After the 5th late pick up you will be charged \$5 per minute until the end of that enrollment period (June - August).

ASC shirts must be worn on all field trips. The cost of one is included in the registration fee, and you will receive it on or before the first day your child attends. Extra shirts are available for purchase. If a child forgets the shirt on a field trip day, he will be given a new one and the family charged, unless we have a clean "loaner" on hand (which you will need to wash and return to us).

If you elect the weekly option, your payments will be divided into 6 or 7 installments, depending on the length of the summer program. Please check your Procure account for the amount due. Payment is due by Wednesday afternoon at 5:45 p.m. for the following week. A late fee of \$15 will be added to the bill if payment is made after the Wednesday deadline. No child may attend **unless the installment** has been paid in advance.

Some financial assistance is available. Application forms are available upon request.

You must give **TWO WEEKS'** notice if your plans change and your child does not need care. With two weeks' notice, you will be refunded all but the registration fee and \$10 per day. Without two weeks' notice, you will be billed for the entire tuition. The \$10 deposit may not be transferred to another day. Extra days may be added when space is available, upon payment in advance.

If we are full and you wish your child to be placed on the waiting list, you must pay the \$10 per day deposit. It will be refunded in full if we have no room for your child. **We will notify you if your child gets into the day they are waitlisted. Don't forget to check to see if your wait-listed child got in for the day, before sending him or her.**

Refunds: If your child will continue to attend after the time of the refund, or if you are paying weekly, your account will be credited with the proper amount. If you have paid in advance, **you will receive your refund after our last day of refunds has passed, usually two weeks before the end of our summer program in August**, and upon confirmation of the amount by our treasurer. There are no refunds for days missed without two weeks' notice. In order for a refund check to be rewritten, the parent who loses a refund check must bear the cost of cancelling the ASC check.

When the bank returns a check, a \$10 fee will be added to the child's bill. The funds to cover the returned check plus the \$10 are due within five days.

VOUCHER POLICIES

We are required to notify Child Care Circuit if your child is absent without explanation **for more than three consecutive days**. Reduction of the number of days the child is scheduled to come must follow the guidelines printed elsewhere in this handbook: two weeks' notice during the school year and the summer. The family will be billed for days that fall within the two weeks.

Child Care Circuit Absences policy

Because the policy changes frequently, please check your contract for the most recent information.

FUNDRAISERS/DONATIONS

The After School Club sponsors occasional fundraisers to provide financial assistance for ASC families. Our children and their families are encouraged to support both, insofar as they are able. We also accept donations to our fund for financial assistance.

CHILD GUIDANCE PLAN

Our child guidance plan strives to accomplish the following:

1. Maximize the growth and development of each child.
2. Protect the group and the individuals around the child.
3. Set reasonable and positive expectations.
4. Offer each child many choices.
5. Provide opportunities to verbalize feelings.
6. Encourage self-control through self-understanding.
7. Help each child grow in responsibility and self-esteem.

The following rules are in effect, although additional rules may be made from time to time, especially for specific parts of the building and grounds or specific activities:

1. Follow the directions given by the teacher or group leader.
2. Be respectful of others, yourself and the property.
3. Always remain with a teacher or group leader.
4. Be responsible for your own belongings and respect the property that belongs to others, including the church.
5. Inside the building, walk.
6. Inside the building and in the van, use talking voices.
7. Use appropriate language.
8. Keep your hands and feet to yourself.

9. In the van or bus, sit where the driver asks you to sit.
10. In the van or bus, remain in your seat with your seat belt fastened.
11. At the end of the day, say goodbye to your classroom teacher (if you are not in their activity)

We ask parents to go over these rules, then sign and have the child sign them, when the student enrolls.

We will try to consistently affirm the children when their behavior has been positive and when they have done what the staff person has asked them to do. The staff will conscientiously thank the **children** when they have displayed an attitude that needs to be affirmed.

When **inappropriate** behavior occurs, the following consequences are in effect:

1. The adult will remind the child of the behavior expected.
2. The adult may engage in a conversation away from others to find the source of the behavior..
3. **If behavior continues after a reminder and a conversation, the child may be removed from the group for a time to speak to an office staff person. This may include a conversation with a parent or guardian at pick up.**
4. If the behavior continues, the issue will be documented and parent or guardian will be contacted.
5. If behaviors are consistently repeated after intervention, an incident report will be written and a meeting will be set up with parents to make a plan for improving behaviors.
6. In cases of extreme behaviors, the group of children will be removed from the classroom and the child with the behavior will remain in the classroom. A parent or guardian will be contacted and upon arrival will meet with a staff person to make a behavior plan.
7. On the van, adult will stop the van , move seats if necessary, and speak to child(ren). The co-directors will be told about van or bus problems
8. After **three incident** reports, the child will be suspended for one day. (If the behavior problems are only on the van, the suspension will be from the van, not from the program.)
9. In cases of extreme behaviors, after two incidents, the child will be suspended for one day. A behavior plan must be in place before reentry.
10. After five one-day suspensions in one year or three suspensions within two months, the parents will be given one week to find alternate after school care, and the child will be removed from the program.

In addition, the Board of Directors, on the recommendation of the program co-directors, may vote to terminate a child (with one week's notice) when it feels that the child's presence is detrimental to the program, regardless of how many suspensions have occurred.

In the case of public school buses, the bus driver is in charge of discipline and will follow the schools' customary discipline procedures.

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment, including any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule, or humiliation; denial of snacks or meals, rest, or bathroom facilities; force-feeding; forcing a child to remain in soiled clothing or forcing a child to remain on the toilet; other punishment for soiling, wetting, or not using the toilet; or other punishment related to eating or not eating food.

We hope that all children that come to our program do well. If we are not able to meet the needs of a child or the behavioral issues are more complex than our staff can handle, we will meet with the family about other alternatives for child care and give the family two weeks notice for termination of their child from the program. (see suspension and termination policy)

SUMMER SAFETY RULES

There will be no field trips to beaches or other water attractions. We have one field trip per week. The usual means of transportation will be the school bus. Five adults, minimum, will accompany the 52 children; the same approximate ratio will be maintained when fewer children are going on the trip. More staff accompanies many trips, reducing the ratio when the situation requires it. Parents who are free and willing are welcome to come along on trips, as long as there is space available.

Parents are encouraged to apply waterproof sunscreen before their child leaves the house in the morning. Students must re-apply when they are playing outdoors. If you do not purchase sunscreen from ASC, you must provide your own.

The After School Club site includes 10 acres of wooded land and the children will be outdoors in the woods some of the time, the following rules apply to the After School Club woods:

No child may enter the woods without permission of his or her teacher. Children must stay within sight of their teacher at all times. Students will be informed of their personal boundaries. In no case may students leave the property or go beyond the spray painted boundaries.

All children will be told to leave the area immediately and meet the teacher near the basketball court if anyone is hurt or if a stranger or animal is sighted on the property.

Children may not throw rocks; touch any glass items found in the woods or touch animals, dead or alive outside. Children will be shown how to recognize and avoid poison ivy, and to respect the plants and insects which live on the property with us.

With signed parental permission, each child may use bug spray brought from home before playing in the woods. We do not allow the children to share bug spray.

Other rules may be established to deal with specific behavioral problems.

TERMINATION AND SUSPENSION POLICY

Suspension and termination from the program are last-resort actions. Please see the Child guidance plan for the steps to be taken in the event of a child's misconduct.

A child will be suspended from the program for one day after three written incident reports (two reports, in the summer program). After five one-day suspensions in one year or three suspensions within two months or two during the summer program, the parents will be given one week to find alternate after school care, and the child will be removed from the program.

In addition, the Board of Directors, on the recommendation of the co-directors, may vote to terminate a child (with one week's notice) when it feels that the student's presence is detrimental to the program, regardless of how many suspensions have occurred.

A child may also be terminated for failure of the parents to pay tuition fees. Fees are due in advance of the time the services are rendered to the child.

Verbal abuse of a staff member or another child by a parent is also cause for termination, with one week's notice.

In all cases, the parents will be given written notification of their child's possible suspension and/or termination as soon and as often as possible. When appropriate, the directors will inform parents of the availability of information and referral for other services. (See referral policy.)

In all cases when a child leaves the program, the After School Club staff will prepare the child for termination in a manner consistent with the child's ability to understand.

TRANSITIONS

When a child leaves ASC for whatever reason, we will do the following:

- Inform staff of the child's last day
- Ask the parent if they would like anything specific done about the departure (send in goodies, have a special visit day etc.)
- Staff will speak to the group the child is usually in about the departure
- Child will be given an autograph dog or bear for the children to sign. It will have the year the child started and the year the child left.
- Make sure we all say goodbye and request that they visit

Transitions are sometimes hard for children. We will work with staff and families to make them as smooth as possible.

REFERRAL POLICY

In some cases, a child may need to be referred to outside services that the After School Club is unable to provide, the staff shall follow these procedures:

The staff shall inform the co-directors of their concern.

The staff will work together to observe and record the child's behavior and review the child's record. One of the co-directors will meet with the parents to notify them of the staff's concern and to suggest possible avenues of further assessment and/or services, such as:

The Woburn Public Schools Special Education Office (781-937-8233, x251);

The child's pediatrician and/or dentist;

Other services that may be needed can be found in the Community Resource Directory, located on the Council of Social Concern website at <http://socialconcern.org>. A paper copy of those services can be made available if needed.

A written statement shall be provided to the parents, including the reason for recommending the referral for additional services, a brief summary of the program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs. The program shall offer assistance to the parents in making the referral and shall have written parental consent before any referral is made.

The ASC will maintain a written record of any referrals, including the parent conference, and the results.

CHILD ABUSE AND NEGLECT

If a staff member suspects a situation of abuse or neglect, s/he will immediately discuss it with one of the co-directors who will help document any evidence and action taken to treat, shelter, or assist the child. This documentation must take place immediately.

The directors and staff of the After School Club are mandated reporters and they must report to the Department of Social Services (DSS) suspected child abuse or neglect. The director will also immediately inform the Department of Early Education and Care (EEC). The After School Club will cooperate with the DSS and the

EEC in any investigation, including, but not limited to sharing of information, identifying past and current parents and children, and permission for the DSS and/or the EEC to disclose information to any agency they feel necessary.

The director will also notify the EEC immediately after learning that a report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program-related activity.

Upon the notification of suspected abuse or neglect that involves a staff person, the staff person is to be suspended immediately pending the results of the investigation conducted by EEC and/or the DSS. The staff person may not work with children until the end of the investigation and for further time, as the EEC requires.

ABSENTEE PROCEDURES

During the school year, if a child will not be attending the program on a scheduled day, we ask that parents call the After School Club at 781-937-7670 before 1 p.m. The answering machine is always left on, and parents may leave a message at any time before then. Notice of a planned absence, such as for a birthday party or dentist appointment, may also be left in writing. **The school will not notify ASC of your child's absence.**

A “failure to notify” or “finder’s fee” of \$5 will be assessed each time that notice is not given by 1 p.m., except in cases of sudden, last-minute illness or injury. We do follow up by calling parents if a child does not arrive at the ASC as expected after school.

On days with full care (school vacations and summertime), if a child will not be attending the program on a scheduled day, parents are asked to call 781-937-7670 before 8:00 a.m. The answering machine is always left on, and parents may leave a message at any time. Notice of a planned absence, such as for a birthday party or dentist appointment, may also be left in writing. We do not follow up on absences on days when we are open for a full day, unless there is a waitlist.

PARENTAL CUSTODY

In order to prevent any disputes or misunderstandings, we must have current documentation on file to enforce any custody agreements or protection orders you may have. Please speak to one of the Directors, if you have any questions.

FIELD TRIPS

During the school year, we go on field trips or may have “in house” special events in February, and April school vacations. Transportation is by school bus.

During the summer, field trips are scheduled for Wednesdays usually beginning no earlier than 8:30 a.m. and ending no later than 4:30 p.m. Please keep in mind that occasionally unforeseen circumstances such as heavier than usual traffic impact our schedule. Transportation is normally provided by school bus. A first aid kit and medical emergency forms will be taken on all trips. Field trip information will be posted on the office doors.

Although we would like everyone to attend a field trip, if a child has behavioral issues, attendance may be at the discretion of the staff. Since no staff member remains at the ASC during field trips, this means that the child may not come that day. A full refund will be made, in this case.

Parents will be informed in writing of the times of departure and arrival, the means of transportation, and the destination of all trips. Again, once in a while our plans must change suddenly for good but unexpected reasons. We will always attempt to keep you informed. It is the parent’s responsibility to be aware of departure times for field trips. Children who arrive too late to go on the trip cannot remain in the building, since no staff will be present. No refunds are made when this occurs.

CALENDAR

The After School Club will open for the summer program, the day after the last day of school. We are open all summer with the exception of the following:

- ❖ **July 4 (If the 4th falls on a weekend we will be closed the Friday before or the Monday after)**
- ❖ **the last week of August (closed for building cleaning) until Labor Day**
- ❖ **December school vacation week**

The After School will open for the **school year** the day the first day of school. We will remain open after school (2:40 - 5:45 p.m.), with the exception of the holidays* noted below:

Labor Day	Day after Thanksgiving	President's day
Columbus Day	Christmas	Patriots' Day
Veterans Day	New Years day	Memorial Day
Thanksgiving	Martin Luther King Jr. day	

*If a holiday falls on the weekend we will be closed the Friday before or Monday after. You will be informed in a timely manner.

We will be open full days on School vacation weeks (except holidays). We reserve the right to remain closed on any vacation day when enrollment is low. We will let families know immediately, if such a decision is made.

The ASC will pick up students at dismissal time on all early release days scheduled by the Woburn Public Schools.

HEALTH AND SAFETY

All staff are trained in first aid and CPR. The staff will administer minor first aid treatment as needed. An injury report form will always be given to the parent within 24 hours. Only staff trained in medication administration will give medication to children. Training will be offered annually.

All prescription medication and non – prescription medication given by the staff to a child requires a written medication consent form and additional information as needed. All medication, prescription and non-prescription, must be in its original container with a current date.

Non-prescription topical medications that are not applied to open wounds, rashes, or broken skin may also be self-administered. All other non-prescription topical medications require a written medication consent form and a doctor's signature.

If your child has a food or bee allergy that requires an EPI pen, we require 3 forms to be filled out:

- **Medication Consent Form (requires a health care practitioner signature)**
- **Food/Bee Allergy Action Plan (requires a health care practitioner to fill out & sign)**
- **Individual Health Care Plan (requires a parent/guardian to fill out & sign)**

If your child has a chronic health condition such as asthma, diabetes, seizures, etc., we require 2 forms to be filled out:

- **Medication Consent Form (requires a health care practitioner signature)**
- **Individual Health Care Plan (requires a parent/guardian to fill out & sign)**

If the child becomes ill during After School Club hours, a call will be made to parents to arrange for an early pick up. A quiet area will be provided for the child until someone comes to pick him/her up.

Your child may not attend the After School Club when he or she has a fever, has vomited within the last six hours, has a communicable or unexplained rash, has head lice, or has any other communicable disease. They

may return when the above symptoms have been absent for 24 hours or upon obtaining a doctor's clearance. In the case of head lice, if a school nurse had cleared your child to attend school, they may attend the After School Club.

If your child has a communicable illness, we may require a note from the child's doctor stating that he or she is no longer contagious, before allowing him or her back into the program.

After School Club Health Care policy is posted in the office.

EMERGENCY HEALTH CARE

In the event of a medical emergency, one trained staff member will administer first aid or CPR until assistance arrives from the Police or Fire Department. The child's parents will also be notified and instructed where to meet the child and staff. If necessary, the child will be transported to Winchester Hospital or the closest Hospital for medical care. A staff member will accompany the child.

EMERGENCY PREPAREDNESS

Emergency exits and information are posted in all rooms used by the After School Club. During orientation, staff will be trained and given necessary information. We will hold emergency evacuation drills with all groups of children and all staff, supervised by the Woburn Fire Department fire safety officer or the ASC directors, at least quarterly. Other practice drills will be held as needed. The date, time, and effectiveness of each drill will be documented and kept on file.

Whenever leaving the building with children, in an emergency or not, all staff members take their clipboards listing both daily attendance in their group and the attendance of any activity group for which they are responsible. The staff member closest to the bathrooms checks them before leaving the area. Each staff person is responsible for a head count before leaving the building and checking the list immediately upon reaching the designated meeting place away from the building, then reporting to the director.

Emergency Contingency Plan

The After School Club has made the following plan to provide detailed procedures for the various emergencies that may occur while children are in our care. Some emergencies may require evacuation of the site or taking shelter within the building. No matter what the circumstances, planning ahead and practice will help the children and adults remain as safe as possible when an emergency occurs.

Emergency exits and information are posted in all rooms used by the After School Club. During orientation, staff will be trained and given necessary information.

We will hold emergency evacuation drills with all groups of children and all staff, supervised by the Woburn Fire Department fire safety officer or the ASC directors, at least quarterly. Other practice drills will be held as needed. The date, time, and effectiveness of each drill will be documented and kept on file.

Evacuation

During an evacuation, all educators take their clipboards listing both daily attendance in their group and the attendance of any activity group for which they are responsible, walkie talkie, key to the building and EPI pen bags if they have a child with one with them at the time of evacuation. The office staff is responsible for taking all medications, red bag with first aid supplies and activities, and parent sign in/out sheet. Office staff will check bathrooms and close doors, if needed, as they exit.

Each educator is responsible for a head count before leaving the building and checking the list immediately upon reaching the designated meeting place away from the building, each clipboard has a green/red sign for the staff to hold up so the directors can visually see if anyone is missing. In the event that a child listed as present is missing, all groups will take individual group attendance again and one of the directors will go back inside the building and check areas again. One staff person will check the outside area. If the child is not located, the parent will be called immediately and the police will be called to assist.

Sheltering in Place

In the event of the prediction of a severe storm such as a hurricane, the center will notify parents by phone of its intention to remain closed, or to close earlier than normal. Children will be evacuated to the church basement from the classrooms, if necessary, until they are picked up. Staff will remain on the premises until the last child is picked up.

In the case of a building emergency such as loss of power, heat, or water, plans will depend on the severity and probable duration of the emergency. The priority is to keep all safe. If it is possible to remain in the building, parents will be notified to come get their children immediately, and the After School Club will close early for the day. Children will remain in the classrooms or hallways, if possible and continue to use the activities available. Snack food and bottled water are available. Staff will remain on the premises until the last child is picked up. For shutting off electricity, gas and water service, a member of the property committee will be called. If we must leave the building, we will transport the children by van and/or staff cars to the United Methodist Church, 523 Main St., Woburn. Parents will be notified by telephone and appropriate notices will be placed on the After School Club door.

In the event of a potential threat from an intruder, a specific signal will alert the staff to use the **lock down procedures**. An office staff person will call 911 to alert the police of an intruder in the building. All classroom doors will be closed and rooms 6, 8 & 10 will exit to the ASC office using the adjoining doors only. ASC office doors will be locked immediately. Office staff will open the door adjoining the office and room 10. Room 4 will cross the hallway into the gym closet where both doors will be locked. Staff will communicate through text messaging.

In the event that we are able to leave the building, Room 4 will exit the building through the door closest to them and proceed into the woods toward the church parsonage home. Rooms 6, 8, & 10 will exit through the door by the ASC office, cross the driveway and into the woods behind the Boy Scout shed. The staff will take the children through the woods to the neighborhood across the street.

In either case above, the directors are responsible for calling the lock-down or evacuation. The staff will be notified by walkie talkie if it is safe to do so. If it is not safe, a text will be sent out.

A plan will be in place and reviewed by all staff so they are aware of where to gather. A plan will be attached to each classroom clipboard.

Office staff is responsible for locking the office doors. Each staff person has a key to get into their designated locked area and they are responsible for locking the door.

Each educator gathers their group of children to take to the designated lockdown area.

Each educator will take the following items: clipboard, key, cell phone, and any medication bags. Room 4 educator will also take the emergency bag for their room. Head counts will be done quickly before leaving the classroom and when reaching the designated area. Office staff will take the following items: medication bin, red emergency bag with first aid supplies and activities, and parent sign in/out sheet.

Missing Child

In the event that a child listed as present is missing, all groups will take individual group attendance again and office staff will begin a search. Inside the building will be checked by two staff people. One staff person will check the outside area. All staff will be in touch by walkie talkie. One of the co-directors will check with the teacher to determine who last saw the child, where they were last seen and what they are wearing. If the child is not located, the parent will be called immediately and the police will be called to assist. Office staff will continue to assist with the search until the child is located.

In the event that a child is missing during a field trip, all groups will be alerted that a child is missing. We will search the area that the child was last seen and one staff person will alert the facility that a child is missing from our group. We will follow the procedures in place in place at the field trip facility. The person in charge of the field trip will alert the program.

EMERGENCY TRANSPORTATION

If an emergency arises and a child must be transported to or from the program, a staff member may use his or her own vehicle.

LICENSING AUTHORITY

The licensing authority for the After School Club is the Massachusetts Department of Early Education and Care, 360 Merrimack Street, Building 9, 3rd floor, Lawrence, MA 01843 (telephone 1-978-681-9684). Our licensor is Tim Donohue and can be reached at 1-978-681-9684 x 332.

LOCATION OF PROGRAM INFORMATION

Please check your hanging file daily for notices and other information, as well as the area near the sign out clipboard, where notices are sometimes posted. Please also check both office doors for notices. Program happenings are posted on the two bulletin boards outside of the office.

PARENT FEEDBACK

The After School Club takes its responsibilities seriously. Open lines of communication between staff and parents are very important to the continued improvement of our program, and we value your input to better know how to serve your individual child.

Please communicate with our group leaders and the directors whenever you have a concern. Parent conferences can be arranged at any time. You may also visit at any time. If you have questions regarding anything in this parent handbook, please feel free to contact one of the directors, Monday-Friday, 1:30 – 5:45 p.m.

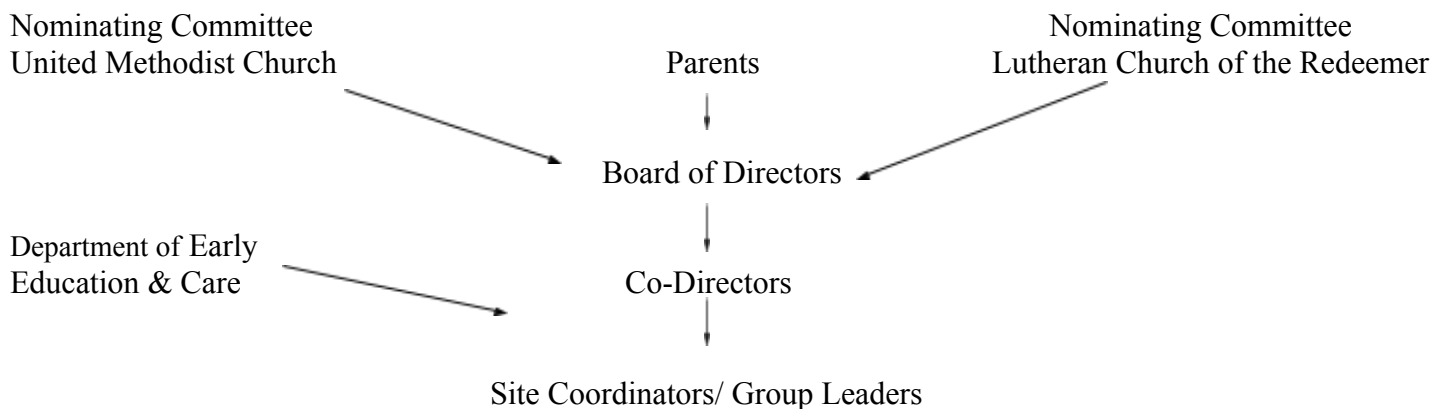
Parents may voice their complaints or concerns to the co-directors, who will discuss these suggestions with the After School Club Board of Directors. Two parents may serve on the board at all times.

Volunteers at the After School Club

Occasionally, we have volunteers that help out in the classrooms with groups. The volunteers will be given tasks to perform under the supervision of the group leader they are assigned to. No volunteer may be placed in an unmonitored situation.

Most volunteers will assist in the office, set up and clean, and assist the group leader with activities.

ORGANIZATIONAL CHART



SNACKS

The After School Club will provide healthy morning and afternoon snacks. Menus will be posted weekly. Some examples: fresh fruit, carrot and celery sticks with dips, raisins, graham crackers, bagels, cereals, animal crackers, low-fat cereal bars, pudding, applesauce, juice, milk. In addition, the children will occasionally cook treats such as brownies, cookies, pancakes, etc. Occasionally we do serve children's favorites, which may or may not be nutritious.

At snack time, we encourage socialization. It is an opportunity for children to interact and get to know each other better.

The food is stored in sealed containers; scoops may be used for serving when needed. Snacks and their ingredients are located in a notebook in the snack closet. Office staff is responsible for the refrigerator cleaning.

We are a nut safe program. We will make every effort to keep our eating environment safe for those with allergies to nuts and other food. We do not serve any snacks that have nuts as an ingredient. We provide some snacks that are free of other known allergens such as gluten and dairy. If your child would like to bring in a snack, please make sure that nuts are not listed as an ingredient.

LUNCHES

Parents are required to send a lunch with their children on vacation days when we offer full day care. Please send your child's lunch in an insulated lunch bag with an ice pack if it requires refrigeration. Unfortunately, we are not able to heat up lunches. We are a nut safe program. No items that contain nuts may be eaten here. Lunch time is an opportunity for promoting healthy eating. Below are some examples of high nutrition lunches: Sandwiches such as tuna (especially with grated carrot added), turkey, chicken, roast beef, or cheese may be made on whole wheat or oatmeal bread or pita pockets, yogurt with fruit or low-fat granola, soup in an unbreakable thermos.

Examples of low nutrition foods include bologna sandwiches (high in fat), kool-aid, juice drinks with a small amount of juice and a lot of sugar, soda, candy. Sweets should be used sparingly as treats.

We require the children to take home what is not eaten at lunch, rather than throwing it away, so that parents know what has actually been eaten.

We will treat your child to a cupcake or ice cream for their birthday. If you would like to bring in a treat for your child's group, please speak to your child's group leader or one of the co directors for any dietary or medical restrictions.

TOOTHBRUSHING

If your child attends ASC during school vacations and/ or summer vacations, we will give your child an opportunity to brush their teeth after lunch. You will be given a form to fill out as to whether you would like them to do so while in our care. If you choose to have your child brush their teeth we ask that you do the following:

- Check the appropriate box on the form and return it to ASC office
- Provide your child with a toothbrush, toothpaste that they like and a toothbrush cover.

TRANSPORTATION PLAN

Chris Serson and Carolyn Sharp-Hegarty, co- directors of the After School Club, coordinate the transportation for the program. They both can be reached at the program number 781-937-7670. During transportation time, the ASC office designee may be the contact for any issues that may occur. All moving violations and/or accidents must be reported to either co director immediately.

Children arrive at the After School Club by one of the following methods:

1. Parent drop off and /or approved and provided transportation;
2. Woburn Public Schools school bus (on school days, from some schools) service provider.

The After School Club is responsible for its students from the time when they arrive at the ASC until they are picked up. The child's school is responsible for students while they are still on the school grounds, and North Suburban is responsible for them while they are on the school bus. In the case of vehicles owned or leased by the After School Club, the ASC is responsible for the children while they are in the vehicle. **Children are picked up from school during regular school scheduled days including early release days.**

Safety of the children is our top priority while they are being transported to our program. Each child must follow the following guidelines:

If transported by school bus:

All children must follow school bus rules and regulations while being transported to ASC.

All children must remain seated and wear seat belts at all times while being transported to ASC.

Co Directors will

Speak to the child and alert the parents at pick up and try to identify ways to resolve the issue.

Disruptive behavior and/or unbuckling seatbelts may forfeit the right to transportation.

If your child does not arrive by bus

ASC will call the parent upon arrival of the bus to find out the status of your child.

In the event of a transportation breakdown

If the children are being transported by school bus, the driver will alert their dispatch who will send a replacement vehicle to bring the children to their destination. North Suburban will inform ASC by phone.

At the end of the day

Children are transported home by their parents or by other adults designated by the parents. Once a child is signed out by the parent or other authorized person, then the child is the parent's responsibility.

All field trips will be on hired school buses. The summer swimming trips will be on the After School Club vans, driven by an appropriately licensed staff member. Parents will always be informed in writing of our field trip plans.

On our full days, vacation and summer, parents must accompany their child into the building and sign him or her in. We are not responsible for children until the signing in process is completed. We do not follow up on absences, except when there is a waiting list.

PICK UP POLICY

There should be on file a list of any persons who are permitted to pick up your child. Identification will be required, the first time anyone unknown to the staff picks up your child. If someone other than the usual pick up person is picking up your child, and is on your pick up list, please call and let us know.

If your child is to be picked up by someone other than those listed (such as a friend's mother, an older sibling, a baseball coach, etc.), you **must personally** let one of the directors know, either by phone or in writing. Identification must be presented when the child is picked up. This policy is for your child's protection.

When parents pick up their child, they need to do four things: **sign the child out; check the parent mail folder in the office; announce their child's departure to the staff member responsible for their child; and gather their child's belongings. Please take home each day everything except for one reading book, extra clothing, and items actually needed the next day.**

We respectfully request that parents refrain from talking on their cell phones while picking up their child, except in the case of an emergency. Not only do the children want to tell you about their day, but often our staff would like to be able to speak with you.

We expect parents to pick up their child by 5:45 p.m. If you are unable to pick up your child on time, please call. No child will ever be left unattended.

Any parent or guardian who does not pick up his/her child by 6:00 p.m. will be required to pay a late fee of \$1.00 per minute, whether or not they have called to let us know. On the 5th time, the charge will go to \$5 per minute until the end of the enrollment period (September-June) or (June –August). In addition, a conference will be set up with parents who are consistently late in picking up their child to help find solutions to the problem. **Chronic tardiness will result in late payment due at the time of pick up, suspension or termination.**

If you have not picked up your child by 6:30 and we have not received a call or been able to reach you or any emergency contacts, we will notify the police, who may consider this to be neglect or abandonment.

In order to protect your child's safety, if you appear to be intoxicated, we will try to prevent you from driving with your child. If we have any reason to doubt your ability to drive as well as you usually do, we will suggest that we call someone else to take you and your child home. If the situation appears to be serious, and you will not allow us to find alternative transportation, we will call 911 and alert the police that we believe that a child's safety is at risk.

WEATHER EMERGENCIES

If the **Woburn schools** are closed all day due to inclement weather or other emergency, the After School Club is also **CLOSED**.

If the **Woburn schools have a delayed opening**, we are **OPEN** as usual.

If there is an **unscheduled, emergency early closing** of Woburn's schools:

1. If it is caused by bad weather or some other city-wide emergency, the After School Club will also be **CLOSED** for the afternoon.
2. If it just affects a particular school building (like a problem with power or water), we will be **OPEN** as usual at the close of the school day

On a **non-school day** such as during the school vacation weeks, our plan is to be **OPEN** regardless of snow.

If the weather advisory states that driving is hazardous, we may delay opening ASC or be **CLOSED**. Please call the After School Club (781-937-7670). By 6:30 a.m., after consultation with the other staff members scheduled to work in the morning, one of the directors will record a message about our status. You may also be able to get an update on Twitter or Facebook. You may also receive a notification from REMIND if you are signed up.