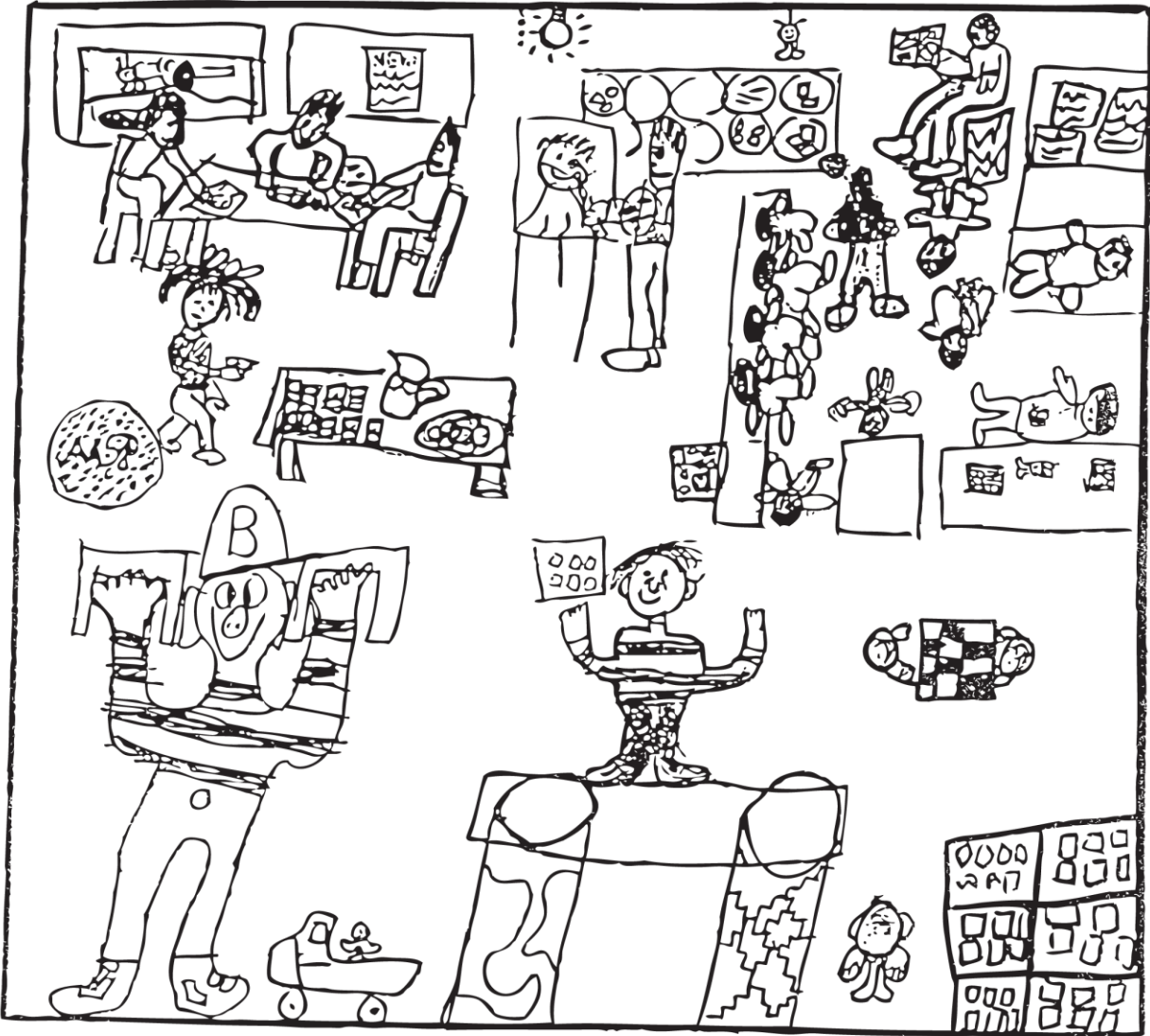


# PARENT HANDBOOK

2014-  
2015



# ANGIER AFTER SCHOOL PROGRAM

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## **Introduction: Philosophy, Goals and Description**

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The Angier After School Program (AASP) is temporarily located at the Carr School, 225 Nevada Street in Nonantum, a village in Newton (02460). In the community setting, AASP provides dependable, affordable, convenient and safe care for the school age child. Children who come to AASP find a familiar setting in which they can relax, unwind and be themselves after a school day.

The program was established in 1973 by working parents. A non-profit corporation, it is operated by an elected Parent Board. The program has been designed by the staff with input from the Parent Board to serve the needs of the children from kindergarten through grade 5 (ages 5 through 11). It is run by a Director along with a staff of seven qualified teachers. The ratio of children to teachers is approximately 9:1. For a list of this year's staff, see Appendix A.

Our program is designed to meet the needs of a multi-age group of about 100 children. Each year roughly one quarter of the Angier School population is enrolled in AASP. We have a school age license for 60 children through the Department of Early Education and Care (DEEC). Parents may contact the DEEC for information regarding the programs regulatory compliance history: Region 6 - Metro/Boston Regional Office, 1250 Hancock Street, Suite 120-S, Quincy, MA 02169; Phone: 617-472-2881.

The activities offered range from the highly organized to the impromptu, from gross motor events to fine craft instruction, from team play to individual reading and reflection. Some favorites include sports, arts and crafts, movies, trips, carpentry, free play, drama, music, dance and stories. Several gala events are staged during the year including the Cabaret in April. We offer an ongoing indoor hockey league with playoffs at the end of the year. Other annual highlights are the 2 musical productions in June.

A major concern of the program is each child's emotional and social development. We strive to set a tone in which self-confidence, self-respect, and self-determination are encouraged, as are responsibility and decision making. Respect for others, for one's own commitments and for other people's ideas and things are also stressed. Cultural enrichment and an appreciation of diversity are also emphasized in a safe, nurturing environment.

A look around the program provides clues to its popularity. One notices that:

1. Children are initiating their own activities as well as choosing from teacher initiated activities.
2. Activities are interrelating. They are happening spontaneously. They are not planned, nor are they performed in a set pattern. Individual styles are visible.
3. Children are using a variety of materials. Different levels of ability and intensity are visible in their involvement.
4. Children are trying new things and playing out old interests. Some children may be working on projects they started on another day while some may be discarding projects that no longer interest them.
5. Some children are learning by direct instruction. Some are learning by doing and watching, on their own, or in small groups. Some are learning by exploring and experimenting.
6. A variety of social connections are made during the day. Children are grouping on the basis of shared interest. They are not divided by age, gender, race, grade or other simple designation.

7. Teachers are active participants who are enjoying and facilitating activities. There is a feeling of order and stability that allows children to engage in play without fear of physical harm, emotional strain, or harassment. Adult expectations are clear and the reasons for them understood.
8. Teachers are guided by an understanding of the long term goals and interests of the children. The daily schedule provides a framework that clearly includes options for both free play and communal activities. There is freedom with a sense of order and purpose.
9. The physical environment and activities offered are diversified with places for quiet and active play. It is comfy and pleasant, reflecting the children's tastes.

## **The Parent Board**

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The Parent Board (or Board of Directors) is elected each year in compliance with the program's bylaws at the October meeting. The Board oversees the operation of the program, is responsible for the budget, staff hiring and evaluation (along with the Director), contracts and making and enforcing all policies relating to the program. Meetings are held each month. Parents wishing to volunteer or attend can contact the Board President for the date and location. Agendas are usually drawn up and dispersed prior to that month's meeting. Important issues may officially be placed on a future meeting's agenda by contacting the Board secretary. For a complete list of this year's Board, see Appendix B.

## **Enrollment**

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Enrollment in AASP is limited due to space restrictions of a maximum of 60 children a day. Unfortunately, this makes us unable to accept all applications.

Families interested in applications for the following year may pick them up at the After School site any time after the April 1<sup>st</sup>. Families can create their own schedules with anywhere from one to five days per week, although higher priority is given to those requesting more time. (See page 2 of your ENROLLMENT APPLICATION.)

Kindergarten parents have the option of signing up their children for Kindergarten (or "K") time on Mondays, Wednesdays, Thursdays or Fridays. "K" time runs from the end of the kindergarten classroom day (12:30) until the arrival of the grader aged children at 3:00. Or if parents prefer, they can apply for the entire day, i.e., "K" and "Grader" time, from 12:30 until the end of the program day at 6:00. Please note that there is no exclusively "K" time on Tuesday because all classrooms, kindergarten through fifth grade, are released at 12:30 on all Tuesdays. The After School program therefore has the entire age range all day on Tuesdays. Kindergarteners may enroll on Tuesday, 12:30 - 6:00, with the understanding that they will be part of that multi-aged group. (See page 2 of your application.)

The application contains all the information needed to enroll, including the price per month for whichever time blocks are selected, the non-refundable application fee and the priorities of acceptance. Also noted is the deadline by which completed applications must be mailed. Acceptances are emailed to applicants within two weeks of the new family's registration date. A wait list is maintained from which openings are filled if spaces develop. Please note that families dropping spaces are financially responsible for those spaces until they can be filled. (Again, see your application.)

Bills are sent out monthly by email. The initial deposit (one month's tuition), to be sent along with the application, will be applied to the final payment of the academic year (June).

## **Tuition**

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Tuition fees are set by the Board of Directors during the spring for the upcoming year. Tuition may be increased during the school year with 30 days written notice to parents. In such unusual circumstances, parents may elect to terminate enrollment but must give written notice to the Board with the 30-day period. If a family should decide to withdraw, the initial deposit of one month's tuition will be refunded.

## **Vacations, Holidays and Snow Days**

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As a general rule, when Angier (Carr) School is closed, so is AASP. This includes holidays, snow days and most vacations. The two exceptions are February vacation week and April vacation week during which AASP often offers a special supplementary all day program. Details as to activities, tuition, staff people participating, etc... will be sent out to program families in January and March.

## **Parent Participation**

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Parent Participation is heartily encouraged at AASP. There are many ways of becoming more familiar with your child's after school life, friends, program and teachers. Among them:

### *1. Service on the Parent Board*

As explained earlier in this handbook, the Parent Board is responsible for the overall policy and running of the program. New Board members are elected at the annual meeting in October. If interested in serving, please contact the Board President for further details.

### *2. Volunteering your Skills*

If you have a skill, profession or hobby you'd like to share with the program please let us know. Contact the Director for a mutually convenient time. These presentations are greatly appreciated by both the children and the staff. Past successes have included magic shows, a trip inside the human body with a life-sized human model, sing-alongs, participation in the indoor hockey league, opening your backyards to field trips, etc... Use your imagination and please let us know of any ways you can participate.

### *3. Donations*

The program always welcomes new or slightly used games, toys, etc. Usable materials for craft projects - and with this staff, we can find a use for almost anything - are also greatly appreciated. Any ideas about obtaining inexpensive or, better yet, free equipment or materials are likewise appreciated by the Board, staff and children.

### *4. Visits and Parent Conferences*

Most concerns, either by staff or parents, can usually be monitored on a daily basis. Toward the end of the after school day when many children have already gone home, staff members have more time for discussions.

With the majority of our children expected to take the late bus this year, we recommend calling to schedule a convenient time to meet, if you have a specific concern that you wish to discuss. You may request a conference at any time during the year. If this approach is not satisfactory, contact the Director to discuss the situation. Please note that each student receives an annual progress report, mid-year.

Unannounced visits by parents are welcome. If you wish to schedule a conference with the Director, please contact AASP for an appointment.

## **Picking up Your Child(ren)**

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Children in the program may be picked up, either at the Carr School or at the bus stop at Lincoln Field, only by those persons authorized on each child's Student Information Sheet included in the Enrollment Application. Any changes or additions to this list must be added in writing. If someone not found on the list is to pick up your child on a specific day, either at the end of the school day or any time while at after school, the program must be notified in writing or by phone (617-965-4416). The same applies if your child has permission to walk home with a friend. AASP has, in the past, spent many hours contacting parents about this, which has unfortunately detracted from the program.

The sign-out sheet for graders and grader time kindergarten is kept inside the after school room. Please use it every day and instruct authorized pick-up people to do likewise.

For more information regarding bus transportation or picking up your child(ren) at Lincoln Field, please refer to our Transportation Oversight Plan.

## **Late Pick-Ups**

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The program closes each night promptly at 6:00. This is the absolute latest a child may be picked up. If you know that this will be impossible, please make alternate plans. A late afternoon call to the program can often help us figure out a solution (a neighbor's or best friend's house, for example). ***The program will impose a late fee on tardy parents, payable when the parent arrives.*** The fine is \$10.00 for the first ten minutes or any fraction thereof and another \$10.00 for each subsequent ten minute period or fraction thereof. Because the Program policy prohibits leaving a child unattended or leaving them to walk home alone after 6:00, the Director or a Teacher will remain with the child(ren) until they are picked up by an authorized person.

Kindergarten children who leave at 3:00 on Monday, Wednesday, Thursday or Friday must also be picked up promptly. This is a very busy time of day at the AASP with the arrival of the graders, the depletion of the kindergarten ranks, that last minute search for the lost lunchbox, etc. In this flurry of activity, kindergarteners not yet picked up can grow understandably anxious. Please allow yourself adequate time to get here punctually. ***The 6:00 late fee as explained above also applies to kindergarteners picked up after 3:00.***

## **Transportation and Field Trips**

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### Arrivals:

- Graders arrive at the program on foot and unsupervised from their upstairs classrooms in the Angier School at 3:00 on Monday, Wednesday, Thursday and Friday and at 12:30 on Tuesday. The program assumes responsibility after check-in, prior to which the school remains solely responsible. Every Angier School classroom teacher has a list of what children from their class attend AASP.
- Kindergarteners are picked up by the program staff at 12:30 each day from their classrooms, at which point AASP assumes responsibility.
- In the extreme infrequent event that children from other schools are enrolled in the AASP, it is the responsibility of the parent to provide transportation to the program. Upon check-in at AASP, the Program assumes responsibility.

### Departures:

- All kindergarten children that are only enrolled in "k-time" are to be picked up by authorized persons by 3:00 PM, and "grader" children are to be picked up by authorized persons by 6:00 PM, the end of the AASP day. Upon signing the child out, the authorized pick up person assumes responsibility for the child.
- On the rare occasion that a child in 5<sup>th</sup> grade cannot be picked up, we *will* allow them to walk home unsupervised with the prior written or verbal consent of the parent. In such a case, upon being signed out, the Program relinquishes any and all responsibility for the child and the parent assumes full responsibility for the child during the unsupervised walk.

### Field Trips:

During the course of the year, several different kinds of field trips are offered by the program.

1. *Walking field trips* - within the immediate neighborhood of Angier School. No permission slips are sent home for these impromptu trips because there is a section in every application regarding them, where permission has already been granted or not. If you plan to pick up your child(ren) early on any day, please let the program know ahead of time in writing or by phone to ensure that your child remains at our "home base".
2. *Field trips by public transportation or contracted buses* - Permission slips will be sent home in advance indicating the date of the trip, destination, type of transportation, time of departure, estimated time of return to Carr, any costs (max. \$26), and any spending money needed.

## **In Case of Emergency**

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### Evacuation of Children in the Event of a Fire, Natural Disaster, Loss of Power, Heat or Hot Water:

1. Information pertaining to whether or not we should evacuate the building or shelter in place is obtained from local authorities (i.e. Police/Fire Department) by way of the Program phone, any staff cell phone, or the internet.
2. All evacuation routes are provided on maps that are located in every classroom or group room (i.e., art room, gym, etc...) in the school that may at any time be occupied by anyone who is a part of AASP.
3. Before evacuating the building during an emergency, the Director will retrieve the packet of emergency information sheets, containing emergency consent and parent contact information sheets, for each student attendee as well as the first aid kit, any emergency medications and that day's attendance.
4. After evacuating the building, all staff and children attending the Program are to convene at the designated meeting place, at Carr Field beyond the playground. Once at the designated site, all children will be accounted for by a staff member using that day's attendance sheet.
5. Once all the children have been accounted for, the Director will designate staff to contact the appropriate authorities (i.e. Police/Fire Department) and parents, and assess the emergency details.

6. If, for some reason, we are unable to re-enter the building all staff and children will walk to the Education Center located at 100 Walnut St. Nonantum, MA 02460. Once relocated there, the Director will designate staff to contact all parents/guardians for the immediate pick-up of their child(ren).
7. Fire drills are conducted with every child attending the Program, a minimum of once per month. This insures that, in the case of an actual emergency, all the children will be familiar with the escape routes, the designated meeting place, and the manner with which they should conduct themselves in order to maintain a consistent level of safety.

#### Missing Children:

1. To minimize any occurrences, clipboards with the day's attendance are maintained by a Teacher in each area that has children.
2. All area attendance sheets are cross-referenced by the teachers to see if (s)he is another area.
3. A minimum of 2 teachers are dispatched to search for him/her. One teacher searches the school building while the other searches the school grounds, during which the Director will make an announcement over the school's PA system.
4. The parents and local authorities will be notified.

#### **Emergency Health Care**

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If a child is injured or becomes ill while participating in AASP, the Director or staff member in charge will attempt to notify the child's parent(s) or, if unsuccessful, one of the authorized people listed on the Student Information Sheet in each application. If none of these people can be reached, AASP is authorized on the Student Information Sheet to obtain whatever medical assistance the Director or staff member in charge deems necessary and proper, including but not limited to appropriate medical treatment at Newton-Wellesley Hospital or a hospital deemed by EMS.

General accident/illness procedures:

1. 911 will be contacted.
2. Parent(s), emergency contacts, and/or physician will be contacted by a staff member.
3. A staff member will accompany the child to Newton-Wellesley Hospital or a hospital deemed by EMS if necessary after following any special instructions on the Student Information Sheet.
4. A written Injury/Illness Report will be submitted by the staff to the Department of Early Education and Care within 48 hours in the case of death or an injury which requires hospitalization or emergency medical treatment.
5. A written accident report is entered into the child's file as well as into the program's central medical log.

The program's complete Health Care Policy is available for review upon request.



## Administration of Medicine

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7.11(2)

### Medication Administration.

- (a) The licensee must have a written policy regarding administration of prescription and non-prescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner.
- (b) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in section (l), below.
- (c) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.
- (d) The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- (e) Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.
  - 1. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
  - 2. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38° F and 42 ° F.
- (f) Notwithstanding the provisions of 606 CMR 7.11(2)(e), above, emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.
- (g) Each licensee shall have a written policy on medication disposal.
- (h) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.
- (i) No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.
- (j) Each time a medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except as noted in (k) below.
- (k) The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied to a diaper rash.
- (l) All medications must be administered in accordance with the consent and documentation requirements specified below:

Regulation Number and Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
7.11(2)(1)1 All Prescription	Yes	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(1)2 Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(1)3 Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
7.11(2)(1)4 Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature.
7.11(2)(1)5 Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

7.11(3) Individual Health Care Plans The licensee must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

(a) The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

1. Notwithstanding the provisions of 606 CMR 7.11(1)(b)2, above, the educator must have successfully completed training, given by the child's health care practitioner, or, with his/her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.

2. In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in section (3)(a), above, any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.

3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.

4. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

(b) Educators may, with written parental consent and authorization of a licensed health care practitioner, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without the direct supervision of an educator. All educators must be aware of the contents and requirements of the child's individual health care plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program.

(c) Whenever an individual health care plan provides for a child to carry his or her own medication, the licensee must maintain on-site a back-up supply of the medication for use as needed.

## **Illness and Communicable Disease**

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Children who are not well enough to attend regular school or who are sent home ill will not be allowed to attend the after school program in accordance with the recommendations of the Department of Communicable Disease Control and the Department of Public Health.

If a child has been exposed to a communicable disease (especially chicken pox, measles, or other contagious illnesses), you are required to inform the Director. Likewise, the Program will notify you in accordance with the Department of Public Health recommendations when any communicable disease or condition has been introduced into the program.

You will be contacted if a child is ill, emotionally upset, or otherwise disturbed and must make arrangements for the child to be picked up if need be.

As a parent/guardian it is at your discretion whether or not your child is to apply insect repellent while at After School. It is not AASP's responsibility to provide any such insect repellent or related materials.

## **Appropriate Dress**

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Children are generally given the option of indoor or outdoor play and should be sent to school appropriately dressed for the day's weather. By the time it gets to November, pants and a jacket are *necessary*. Boots are especially important in the snow, no matter how much your child complains. If your child is not appropriately dressed for the weather conditions, then outside play will not be an option for them that day. All clothing and lunch boxes sent with your child should be marked with his/her name. This makes life easier for the child, the staff and you, the parents.

## **Relationship with Angier School**

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The Angier After School Program is a private, non-profit organization that is funded entirely by tuition, not by the public schools or the city of Newton. AASP pays a fee to the Newton Public Schools and the city of Newton for the use of space in the Carr School.

All of Angier's personnel have been extremely supportive of our program. The principal, all the specialists and classroom teachers have included our staff in various meetings and conferences to help improve the entire day for all the children involved. The custodians have been consistently helpful with day-to-day maintenance as well as many little "extras" that add to the quality and flow of the program. We are also most grateful to all the school personnel who have opened their space to us so that our children may use the gym, art room, music room, library and the occasional classroom for a wide variety of activities. We also enjoy a good working relationship with the Angier PTO and the Newton Community Education program.

## **Relationship with the Newton After School Association (NASA)**

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AASP is a proud member of the Newton After School Association, a coordinating and support organization that provides resources, workshops, ideas and strategies for after school programs throughout the city. NASA also represents the interests of after school before the Newton Child Care Commission, the School Committee, the Superintendent and the city's political components.

## **Lunch** (on Tuesdays and early release Thursdays)

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Children should bring with them a boxed lunch and a drink from home or arrangements should be made with Angier (Carr) School so that a school lunch will be provided for them. AASP does have some snacks in supply in case your child forgets his/her lunch. Some appropriate lunch items may include a sandwich, fruit, cut up vegetables, yogurt, a bagel with cream cheese, pizza, etc.

## **Insurance**

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AASP has excellent insurance coverage through Allied American Agency, Inc. of Natick, MA. For purposes of insurance, the program is defined as wherever the children are, so all off site activities are also covered in full. The Parent Board has full details of all insurance coverage.

## **Special Needs**

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Parents are required to notify the AASP Director in writing of any special needs or of any physical, emotional or other condition which will in any way affect full participation in the program. If your child has an IEP, please provide a copy to the director.

## **Prevention of Abuse and Neglect of Children**

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The program shall protect children from abuse and neglect while in the program's care and custody.

Policy and Procedures Regarding Institutional Child Abuse and Neglect.

1. Under Massachusetts General Laws, Chapter 119, Sec. 51A, all staff members are mandated to report all suspected incidents of child abuse and/or neglect to the Department of Children and Families (DCF). Staff members are also required to report such suspected incidents to the Program Director and to the Department of Early Education and Care (DEEC).
2. Reporting involves first calling the DCF to verbally report all suspected incidents and then calling the DEEC. A written report is required to be sent within 48 hours.
3. AASP will offer the full cooperation of the center and its staff during the investigation of the reported incident.
4. If the suspected abuse and/or neglect involves a staff person at the program, the staff person is to be immediately suspended from all duties involving children pending the results of the DSS and DEEC investigations. Any staff person who has been determined by DSS to have been involved in an incident of abuse and/or neglect shall immediately be disciplined and may be terminated from employment.
5. The program may or may not inform a parent or guardian of the mandated fining of abuse and/or neglect.
6. A statement of the law on mandated reporting, the procedures for reporting, a definition of child abuse and neglect, a list of physical indicators of child abuse, and behavioral indicators of child abuse are all included in the personnel handbook.

7. It is the policy of AASP to provide each staff member, at the time of hiring, with a statement clearly defining child abuse and neglect.
8. Immunity is offered to mandated reporters and there is a penalty for not reporting.

### **Notice of Non-Discrimination**

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In providing service to children and their families, AASP does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, cultural heritage, political beliefs, disability, toilet training status, or national or ethnic origin in the admissions, hiring, educational policies, or any other aspect of its operations or management.

## Appendix A

### 2014 - 2015 Angier After School Staff

Peter Rosché, *Director/Program Administrator*

40<sup>th</sup> year with the program

Brad Horion, *Assistant Director*

7<sup>th</sup> year with the program

Jason Whiting, *Teacher/Music Director*

10<sup>th</sup> year with the program

Erin Borrás, *Teacher*

6<sup>th</sup> year with the program

Jon Borrás, *Teacher*

5<sup>th</sup> year with the program

Katrine Burkitt, *Teacher*

2<sup>nd</sup> year with the program

Wendy Gardner, *Teacher*

12<sup>th</sup> year with the program

Katrine Horion, *Teacher*

12<sup>th</sup> year with the program

## Appendix B

### 2014 - 2015 Angier After School Parent Board

Elizabeth Bracher, *President*

(617) 332-3830  
elizabeth.bracher@bc.edu

Kate McLeod, *Vice President*

(617) 630-1948  
kathrynrmcleod@gmail.com

Marnie Jacunski, *Recording Secretary*

(617) 969-3634  
mjacunski1@gmail.com

Michael Vahey, *Treasurer*

(617) 730-3617  
vahey.mike@gmail.com

Christine Dunleavey

(617) 965-6576  
choar4@hotmail.com

Sashi Kollipara

(617) 276-6121  
sashik@gmail.com

Matt Stafford

(617) 965-2472  
matt.stafford@gmail.com

Shalini Tendulkar

(617) 232-1562  
shalini.tendulkar@gmail.com

Marlo Tremaglio

(617) 527-1620  
marcat16@yahoo.com



## **Appendix C**

### **Policy Guide for Social Service Referrals**

AASP, being a parent-run child care program, is committed to providing children and their families with information and referral regarding the specialized services available in our community.

Our staff members are experienced professionals, trained in observation and assessment of children's behavior and development. In addition, AASP has access to other social service agencies and individuals with specialized fields of training and expertise, including the Angier Principal & staff. AASP draws from all appropriate resources to assist families and children.

#### **OBSERVATION, ASSESSMENT, AND PARENT CONFERENCES**

If a child displays social, emotional, physical or psychological behaviors that appear problematic, then AASP, after observation and assessment, will share such findings with the child's parents or guardians. These can also include recommendations for a dental check-up and/or a vision/hearing screening. (We can assist you with referrals to the Massachusetts Dental Society and the American Academy of Pediatrics, Mass Chapter.) With discussion and input from the parents at such conferences, the teachers, directors and support staff will collectively work to design an appropriate educational and social strategy plan to help the child. The primary goal will be to aid the child in developing appropriate behavior and skills to enable his/her continued participation in the program. Philosophically, most such goals are developed with the intention of building self esteem and fostering appropriate social skills. It is often helpful for the Program to refer to the expertise of other social service professionals in assessing a child's needs and/or problems and in developing support strategies.

#### **SOCIAL SERVICE REFERRAL/PLACEMENT**

If, after 5 to 10 days following observation and consultation, however, the staff and directors believe the social, behavioral, emotional or psychological needs of the child are greater than can be appropriately met by the staff, then the program will assist the family in finding the appropriate social services and /or in relocating the child to a more suitable environment. This should be conducted within a reasonable time frame, not to exceed three weeks. Any AASP referral will include in writing: 1) the reason for referral, 2) a summary of observations, 3) efforts for accommodating the child's needs, and 4) written parental consent prior to referral. A complete list of referral agencies and organizations is available upon request. Although AASP will assist in the process of locating appropriate referral services, the ultimate responsibility rests with the parents or guardians.

## **Appendix D**

### **Child Guidance Policy**

#### **A. Implementation of Child Guidance Techniques**

We are committed to providing guidance to children in a positive and consistent way, based on an understanding of the individual needs and development of the children.

1. We encourage self-control and use positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting.
2. We help children to learn social, communication, and emotional regulation skills that they can use in place of challenging behaviors.
3. We use environmental modifications, activity modifications, adult on peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors.
4. We intervene quickly when children are physically aggressive with one another and help them develop more positive strategies for resolving conflict.
5. We explain the rules and procedures, and the reasons for them, to the children.
6. We discuss behavior management techniques among the staff to promote consistency.

#### **B. Child Guidance Techniques**

1. Verbal warnings addressing the specific issue(s).
2. Action - removing the child from the situation or area
3. If inappropriate behavior persists, the child will be told s/he will have to spend a specific number of minutes apart from the group and/or activity. After the specified time has elapsed, the teacher and child discuss the behaviors which lead to the "time out".

#### **C. Notification of Parents/Guardians**

1. Parents or guardians will be notified if and when a child seriously hurts another child or him/herself, continues to bully or intimidate other children, persists in disrupting the program to the detriment of other children, or leaves the program on his/her own will.
2. If inappropriate behavior persists, a conference will be arranged with the parents, teachers and when deemed appropriate, the child. If deemed helpful or necessary by the program, social service referral options may be recommended or brought in (see Appendix C).

## Appendix E

### Avoidance of Termination and Suspension for Behavior

Before a suspension or termination of a child's enrollment at AASP due to challenging behavior takes place, the Program will work with the parents/guardians to make sure that all other options have been exhausted and such a disciplinary measure is absolutely necessary.

1. We will provide an opportunity to meet with parents/guardians to discuss options other than suspension or termination.
2. We will offer referrals to parents for evaluation, diagnostic or therapeutic services.
3. We will pursue options for supportive services to the program, including consultation and educator training.
4. We will assist in developing a plan for behavioral intervention at home and in the Program.

If the above procedures have been carried out and there has been no improvement in the child's behavior, the Program reserves the right to suspend or terminate their enrollment at AASP. Parents shall be notified, in writing, of the specific reason(s) for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

1. The first suspension shall consist of one day out of the Program.
2. Should the behavior continue upon the child's return to the Program, a one-week suspension will be imposed.
3. Finally, the program reserves the right to terminate the child's participation in the Program if the above procedures have been followed and the challenging behavior(s) persist.

#### Termination and suspension for non-payment of fees.

Your monthly bill is expected to be paid by the first day of the month. If payment is not received by the 15<sup>th</sup> of the month, you will be assessed a \$25.00 penalty. If payment is not received within 90 days, in addition to the aforesaid monthly penalty, your priority status for admission to next year's program will be lowered at the discretion of the Board. We will send you a letter if a payment has not been received within 60 days. We will call you if your payment has not been received within the 90 day period. If, after this call, payment is not received in full, the program reserves the right to terminate the child(ren)'s participation in the program.

## Appendix F

### Costs & Fees

#### A. Tuition Costs

1. Registration Fee - **\$25/child** due at the time of registration.
2. Monthly Tuition - Based on the particular days of the week that the child will attend the Program. These can range from **\$79/month** for a single day of kindergarten to **\$689/month** for kindergarten and grader time for all 5 days of the week. A complete and detailed breakdown of all specific fees referring to tuition can be found on **page 3 of the Program's application** (copies of which are available upon request). Payments are due on the 1<sup>st</sup> of every month, excluding June (*see page 3*).
3. Late Tuition Payments - **\$25** will be charged if the current month's payment is not received by the 15<sup>th</sup> of that month. (*see page 18*)

#### B. Late Pick Up Fees

1. Grader Time (3:00-6:00) - **\$10.00** for the first **10 minute period** or any fraction thereof and another **\$10.00** for each subsequent **10 minute period** or fraction thereof after 6:00. This fee is payable upon the arrival of the parent/guardian. (*see page 5*)
2. K Time (12:30-3:00) - **\$10.00** for the first **10 minute period** or any fraction thereof and another **\$10.00** for each subsequent **10 minute period** or fraction thereof after 3:00. This fee is payable upon the arrival of the parent/guardian. (*see page 5*)

#### C. Field Trips

1. Based on the particular field trip the costs can range from **\$7 to \$26 per child**. This includes all costs incurred (transportation, admission, lunch/snack, etc...). (*see page 6*)

#### D. Special Materials

1. Grades 3-5, Play Costume Fee (*if participating*) - **We will notify you, costs change yearly**
2. Grades K-2, Play Costume Fee (*if participating*) - **We will notify you, costs change yearly**
3. Hockey League Shirts (*if participating*) - **\$5/child**