

PARENT HANDBOOK

ANGIER AFTER SCHOOL PROGRAM

2024-2025

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Introduction to the Angier After School Program

Philosophy, Goals, and Description

The Angier After School Program (AASP) is located in the Angier Elementary School at 1697 Beacon Street in Waban, a village in Newton (02468). In the community setting, AASP provides dependable, affordable, convenient, and safe care for school age children. Children who come to AASP find a setting in which they can relax, be themselves, and enjoy fun and enriching choices throughout their day.

The program was established in 1973 by working parents. A non-profit corporation, it is operated by an elected Parent Board of Directors. The program has been designed by the staff with input from the Parent Board to serve the needs of children from kindergarten through grade 5 (ages 5 through 12). It is run by an Executive Director, Assistant Director, and a staff of qualified teachers. The ratio of children to teachers is approximately 8:1. For a current staff list, see our website.

The program is designed to meet the needs of a multi-age group. Each year roughly one fifth of the Angier School population is enrolled in AASP. We have a school age license for 117 children/day through the Department of Early Education and Care (EEC). Parents may contact EEC for information regarding the program's regulatory compliance history: Region 6 - Metro/Boston Regional Office, 1250 Hancock Street, Suite 120-S, Quincy, MA 02169; Phone: 617-472-2881.

The program staff are committed to the following objectives: to provide an enriching environment through quality programing; to facilitate social emotional learning; to empower students through choice; to foster independence; and to encourage new and existing friendships and support inclusivity.

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, STEM, arts & crafts, free play, drama, music, dance, and reading.

A major focus 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 and for one's own commitments are also stressed. Cultural enrichment and an appreciation of diversity are emphasized in a safe, nurturing environment.

The Parent Board of Directors

The Parent Board of Directors (aka The Board or The Parent Board) is elected each year in compliance with the program's bylaws at the annual May meeting. The Board, along with the Executive Director, oversees the operation of the program and is responsible for setting the budget, staff hiring and evaluation, executing contracts, and making and enforcing all policies relating to the program. The Board meets a minimum of six times during the academic year. Parents wishing to attend a meeting can contact the Executive Director for the dates and locations. Agendas are set and dispersed to Board members prior to each meeting. Important issues may officially be added to a future meeting's agenda by contacting the Board secretary. For a complete list of this year's Board members and their contact information, see Appendix B.

Angier After School Program Policies

Enrollment

Enrollment in AASP is limited due to licensing restrictions, as well as staffing and available space. Unfortunately, we are typically not able to enroll all applicants. Families interested in applying will be notified by email when the online registration form is open. Current information about enrollment can be found on the Program website: <https://www.angierafterschool.com/enroll/>

The application and website contain all the information needed to enroll, including the submission deadline, tuition and other fees, and the priorities of acceptance. Decisions are emailed to applicants within three weeks after the deadline. Openings are filled from a Waitlist if space develops. Families dropping spaces are financially responsible for those spaces until they can be filled.

Tuition

Tuition is due monthly and is posted in the Parent Portal which is set up upon registration. Families can choose “Self Pay” or “Auto Pay” and can change this selection at any time. A registration fee is due upon registration. The September deposit equal to one month's tuition will be posted to the Portal upon acceptance into the Program, and will be applied to the first payment of the academic year. Families who select “Self Pay” are responsible for making monthly tuition payments by the 1st of each month and can do so via E-Check in the Portal, or by mailing a check to: AASP, PO Box 92, Waban, MA 02468. Families who choose “Auto Pay” will be charged tuition on the 1st of each month.

Tuition fees are set by the Board of Directors during the spring for the upcoming year. Tuition is based on the full school year divided equally over ten months, so payments are the same throughout the year regardless of the number of school days in each month. See Appendix F for current tuition rates. 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 within the 30-day period.

Vacations, Holidays, & Snow Days

When Angier School is closed, so is AASP. This includes holidays, snow days, and vacations. AASP reserves the right to close for weather-related emergencies even if school is open, especially if conditions are likely to impact afternoon or evening commutes.

There are no vacation camps being offered during February vacation week or April vacation week during the 2024-2025 school year. AASP is also closed on the Wednesday before Thanksgiving and the last day of school in June.

Public Health Closures

The program reserves the right to close at any time during the school year due to the changing conditions of the COVID-19 pandemic, or any unanticipated health crisis. The program may close at the direction or recommendation of state or city officials, or at its own discretion, at any time, for the health and safety of its students, families, and employees.

Parent Participation

Parent Participation is heartily encouraged at AASP. There are many ways to be involved with your child's after school life. Among them:

Service on the Parent Board

The Parent Board is responsible for the overall policy and running of the program. New Board members are elected at the annual meeting in May. If interested in serving, please contact the program Director for further details.

Volunteering your Skills

If you have a skill, profession, or hobby you'd like to share with the program please let us know. Please contact the Director for a mutually convenient time. These presentations and workshops 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.

Parent Conferences

Email the program at info@angierafterschool.com or contact your child's Coordinator directly to schedule a convenient time to talk on the phone or meet (in person or via Zoom) if you have a specific concern that you wish to discuss. You may request a conference at any time during the year. Please note that each student receives an annual progress report, mid-year.

Activity Suggestions

We welcome suggestions of how to incorporate our students' personal interests, hobbies, and traditions into our planning. Please contact us at info@angierafterschool.com with your ideas!

Visit!

Visits by parents are always welcome! Feel free to drop in and see what we are up to!

Email Updates & Other Correspondence

All families must provide the program with a current valid email address as we will be sending out routine emails to keep families informed of what is going on in the program. The Executive Director will also contact families via email as needed with important information such as billing and enrollment related questions. Please add the following email addresses to your contact list to ensure receipt of important correspondence:

info@angierafterschool.com and aasprog@gmail.com.

Website & Social Media

Angier After School has a website, Facebook page, and Instagram account which are updated routinely by program staff. The website contains valuable information about program events, staff, enrollment, and downloadable forms pertaining to the program. Our social media pages are intended for current families and alumni, and are used primarily to promote the program and its events, and share fun images of our students and activities. Student photos may be shared on the Program website, Facebook, and Instagram in accordance with the agreements in the enrollment application. Student last names will never be included. It is your responsibility to inform the program via email if you would not like your child's image used on these platforms. AASP will record and honor all such requests.

Daily Operations

Attendance & Absences

All families are required to provide AASP with prior notification if their child(ren) will not be attending the program or will be dismissed early from school. Any notifications made before 12:00pm on the day of the dismissal change may be done so via email, text, phone call, or PickUp Patrol. Any notifications made after 12:00pm on the day of the dismissal change must be communicated via text or phone call to the Program cell phone: (781) 514-0757. This includes notifying the program if a child is being dismissed from school by the nurse.

Arrivals

Students arrive to the program by an unsupervised walk from their Angier School classrooms at 2:50 on Monday, Tuesday, Thursday, and Friday and at 12:20 on Wednesday. The program assumes responsibility after check-in, prior to which the school remains solely responsible. Every Angier School classroom teacher has a list of which children from their class attend AASP. Kindergarteners are escorted to the lobby by their classroom teachers or aids, at which point they are checked in and AASP assumes responsibility.

Departures:

Picking up Your Child(ren)

All children are to be picked up by authorized persons no later than 6:00 PM, the end of the AASP day. Upon signing the child out, the authorized pick up person assumes responsibility for the child. Children may only be picked up by authorized adults and teenagers aged 16 years or older, or siblings aged 12 or older, as indicated in your enrollment application. You must inform the program of any changes or additions to this list via email. If someone not on the list is to pick up your child on a specific day, the program must be notified in advance. All persons picking up should be prepared to present photo ID.

Dismissal will take place from the cafeteria/playground door. When you arrive, call or text the program cell phone (781-514-0757), or use the buzzer. It typically takes up to 5 minutes for children to get packed up and out of the building, please plan accordingly.

All AASP children must continue to adhere to AASP rules until they have been signed out of the program.

Student Self-Release:

Students who are 9 years or older and in 4th or 5th grade may self-release *only* with advance written parental permission. The appropriate form can be requested from the Director and must be signed by both a parent and either the Director or that student's Coordinator. When a parent authorizes their child to self-release, they release the program of all responsibility and liability for that child, and the parent assumes full responsibility for the child during the unsupervised walk.

Students who are authorized to self-release may not sign out younger siblings. Students must leave the premises upon self-releasing, and cannot return to the program the same day.

Permission to self-release may be rescinded by the Director or parent(s) at any time.

Late Pick-Ups

The program closes each night promptly at 6:00. If you know that it will not be possible to pick your child(ren) up by this time, please make alternate plans. **The program will impose a late fee on tardy parents.** The fine is \$10 for the first ten minutes or any fraction thereof and another \$10 for each subsequent ten-minute period or fraction thereof. This fine is intended as a deterrent, not as a fee for extra coverage. A staff member will remain with the child(ren) until they are picked up by an authorized person.

Families who are late more than 3 times during the school year will be subject to increased fines in the amount of \$20 per ten minute increment, and may be dismissed from the Program.

If a parent/guardian is late to retrieve their child and the program has not been notified, attempts will be made to contact parents and any listed alternate authorized pick-up people. If no one is able to be reached at this time, then attempts will be made to contact the local emergency contact person(s) via the information provided on the child's emergency card. If we are unable to contact anyone by 6:30pm, we will contact the local police department.

Field Trips

During the course of the year, different kinds of optional field trips may be 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 permission was already granted in the enrollment application.

2. Field trips by public transportation (via the MBTA) 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 Angier, any costs, and any spending money needed. Families may elect whether or not participate.

Appropriate Dress

We go outside daily in most weather conditions, so children should be sent to school appropriately dressed for each day's weather. Layers are always a good idea! Please send boots if there is snow on the ground or in the forecast, and a raincoat or jacket and hat for rain. If the program staff feels that 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 their name.

As a general guideline, to go outside:

- > 50° Children may wear whatever is comfortable
- < 50° Long sleeves and pants required (no shorts)
- < 40° Jackets required
- < 32° Winter Jackets, hat or ear muffs, and gloves required
- < 20° We will not go outside

AASP has no designated lost and found. Any items left behind at the end of the day will be placed in the school lost and found container located in the school lobby.

Sunscreen and Bug Repellent

When you submitted your application, you gave AASP staff permission to apply bug spray and/or sunscreen when we deem appropriate. This is likely to occur on certain field trips and early release days when conditions may be buggy, sunny, or when we are spending extended time outside. You may contact us via email to OPT OUT if you wish. AASP will record and honor all such requests. If you wish for your child to apply sunscreen or bug repellent on a regular basis or specific occasions, you may send supplies in from home and make arrangements with your child and their Coordinator.

Relationship with Angier School

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 Angier School.

A positive relationship with Angier School and Personnel is integral to the success of the Program. The principal, specialists, and classroom teachers collaborate with Program staff to help improve the experience for all children involved. The custodians are 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)

AASP is a proud member of the Newton After School Association, a nonprofit 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 School Committee, the Superintendent and the city's political components.

Insurance

AASP has excellent insurance coverage through Eastern Insurance 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

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. If the parents of a child applying to AASP or who are already enrolled in the program believe that any accommodation is necessary for their child to attend the program, we request that the parents inform AASP in writing.

AASP will make all reasonable accommodations to welcome or continue to serve any child with a disability. If it is determined by AASP that a child requires the use of an aide in order to safely attend the program, AASP will work with the parents, Angier School, and the Newton Public School system to reasonably accommodate the child.

Emergency and Health Procedures

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

1. Information pertaining to whether 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 that day's attendance. Each group leader will have a backpack containing a first aid kit and any emergency medications necessary for students attending that day.
4. After evacuating the building, all staff and children attending the program are to reconvene at the designated meeting place, on the basketball court located next to the tennis courts and baseball diamond. 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 we are unable to re-enter the building all staff and children will walk next door to the Parish of the Good Shepherd located at 1671 Beacon St. Waban, MA 02468, when it is safe to do so. Once relocated there, the Director will designate staff to contact all parents/guardians for the immediate pick-up of their child(ren). Parents will be informed that their child(ren) need to be picked up as soon as possible.
7. Fire drills are conducted with every child attending the Program, a minimum of once per month. This ensures 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:

When children do not check in at AASP as expected, or cannot be located after check-in, AASP staff will follow this procedure:

1. If student has not arrived, check with PickUp Patrol, the office, and the classroom teacher.
2. If student has checked in, teachers will cross-reference all area attendance sheets.
3. Staff are dispatched to search the building and grounds. The Director will make an announcement over the PA system.
4. If the student cannot be located within 10 minutes, parents/guardians will be contacted.
5. If parents/guardians cannot confirm location of the child, local authorities will be notified.

Emergency Health Care

If a child is injured or becomes ill while attending AASP, the Director or a staff member in charge will attempt to notify the child's parent(s) or, if unsuccessful, emergency contacts. If none of these people can be reached, AASP is authorized 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. Parent(s), emergency contacts, and/or physician will be contacted by a staff member.
2. 911 will be contacted.
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 Emergency Card.
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 (EEC Regulation 7.11 (2))

- 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 the chart 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)(l)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)(l)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)(l)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)(l)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)(l)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.

Individual Health Care Plans (EEC Regulation 7.11 (3))

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

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

If a child has been exposed to a communicable disease (especially COVID-19, 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.

Please review the COVID-19 Policies below for details policies about exposure, symptoms, and illness related to the current COVID-19 pandemic.

COVID-19 and Respiratory Illness

The following policies were developed by the Angier After School Program in accordance with EEC and CDC recommendations. Policies may change at any time with little or no advance notice, based on recommendations and/or guidance from the EEC, the State of Massachusetts, City of Newton, or public health officials.

Isolation and Exposure Protocols

Children and staff who are symptomatic and test positive for COVID-19 should stay home from school and AASP. They may return to AASP when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone for 24 hours without use of a fever-reducing medication. They must wear a high-quality mask for the 5 days after they are eligible to return.

Parents/guardians are responsible for keeping children home if they have any symptoms of illness associated respiratory virus including Covid-19. Children may not attend the program if they, at the time of arrival or within the past 24 hours, exhibited any of the symptoms listed below, unless they have received a negative Covid test or alternate diagnosis from a health care professional:

- Fever (100.0°F and higher), chills
- New or worsening cough
- Sore throat
- Difficulty breathing
- Gastrointestinal distress (nausea, vomiting, diarrhea)
- New loss of taste or smell
- New muscle aches

If any of the above symptoms are reported by the student or observed by a staff member upon arrival, or at any time after their arrival to the program, the child must be picked up as quickly as possible. Parents must have a plan in place to pick up a sick child if they are called to do so. Staff members will self-monitor for symptoms.

Symptomatic individuals can remain at AASP if they have mild symptoms, or have tested negative for Covid-19. Symptomatic children remaining in care will be asked to wear a mask until symptoms

are fully resolved. The Department of Public Health recommends a second test within 48 hours if the initial test is negative.

Individuals who are identified as close contacts do NOT need to quarantine but should continue to monitor for symptoms.

Acceptance of Risk

Your participation in the Angier After School Program is voluntary, and you understand and accept the risks inherent in your decision to enroll your child(ren) in a group child care program in a public school setting.

The program acknowledges its responsibility for the care of your child(ren) while participating in the program during the child's scheduled hours and will provide qualified staff and services necessary to ensure adequate programming, activities, and supervision of the child, but is released and held harmless from any and all liability arising out of or in connection with the child's participation in the program.

Hygiene and Health Practices

AASP will maintain adequate supplies to promote frequent and effective hygiene behaviors. Handwashing facilities with soap, water, and disposable paper towels will be readily accessible to all children and staff. Handwashing instructions will be posted near every handwashing sink and where they can easily be seen by children and staff. Hand sanitizer with at least 60% alcohol may be utilized at times when hand washing is not convenient. Hand sanitizer will be stored securely and used only under supervision of staff. Staff will make sure children do not put hands wet with sanitizer in their mouth and will teach children proper use.

Children and staff must wash their hands upon their arrival to the program. If a sink with soap and water is not available or convenient, they may use hand sanitizer with at least 60% alcohol.

Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands for at least 20 seconds, and should wash hands whenever the following criteria are met:

- Upon entry into and exit from program space;
- When coming in to the program space from outside activities;
- Before and after eating;
- After sneezing, coughing or nose blowing;
- After using the bathroom;
- Before handling food;
- After touching or cleaning surfaces that may be contaminated;
- After using any shared equipment like toys or computers;
- After assisting children with handwashing;
- Before and after administration of medication;
- After contact with facemask or cloth face covering; and
- Before and after changes of gloves.

Children and staff should avoid touching their eyes, nose, and mouth, and cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer.

Staff will teach, model, and reinforce healthy habits. Monitored hand washing times will be built into the program day.

Cleaning and Preparation of Space and Materials

The Angier After School Program is located at Angier School, and all of the spaces that are used by the program are shared space. These spaces may be utilized by Angier staff and students prior to the program's arrival each day.

Staff will arrive to AASP in advance of student arrival each day, to clean and prepare their assigned spaces and materials for use. The program will use only FDA-registered disinfectants and sanitizers, and approved diluted bleach solutions prepared daily.

Vaccine Policy

All individuals who participate in the program are encouraged to stay up to date with vaccination as vaccines remain the best way to help protect yourself and others.

Prevention of Abuse and Neglect of Children

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 reporting 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. All AASP staff are required to complete a Sexual Abuse Awareness training through the Abuse Prevention Systems as a condition of employment.
9. Immunity is offered to mandated reporters and there is a penalty for not reporting.

Notice of Non-Discrimination

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 – 2024- 2025 Angier After School Staff Roster

Katie Crowe, *Executive Director/Program Administrator*

Brad Horion, *Assistant Director / K-1 Coordinator*

Ahmad Buie, *K-1 Teacher (M-Th)*

Katie Charpentier, *K-1 Teacher*

Lexus Kelly, *K-1 Teacher*

Ty Boggs, *K-1 Assistant Teacher (M, Tu, Th, F)*

Melanie Donnelly, *Theater Director / 2-3 Coordinator*

Lauren McKie, *2-3 Assistant Teacher (New Hire)*

John Reib-Buni, *2-3 Teacher (Tu, Th)*

Cynthia Robb, *2-3 Teacher*

Usha Srinivas, *2-3 Teacher*

Jonathan Borrás, *4-5 Coordinator*

Hannah Ewing, *4-5 Teacher*

Ryan Barry, *4-5 Teacher*

Rubi Velasquez-Lopez, *4-5 Teacher (New Hire)*

Zach Baumel, *4-5 Assistant Teacher (M, T, F)*

Non-group staff:

Natalia Miller, *Floater / STEM Club Leader (W, F)*

Tyler Hood, *Greeter*

Appendix B – Angier After School Parent Board

Chris Barber, *President*
(917) 543-3967
cbarber@gmail.com

Alexei Wagner, *Vice President*
(617) 620-9823
alexeiw@gmail.com

Ann Lucas, *Recording Secretary*
(401) 252-1399
ann.lucas@kellogg.com

Luke Stein, *Treasurer*
(623) 277-7100
lukestein@gmail.com

Sheryl Reilly
(617) 686-8001
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Julia Smookler
(617) 910-7164
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Michelle Sandals
(952) 270-9337
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Kaitlin Brandt
(617) 413-5622
kaitlinbrandt@gmail.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. This is done by using techniques that are consistent with the Responsive Classroom method and is 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 and peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors.
4. We intervene quickly when children are physically or verbally 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 they 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 "break".

C. Notification of Parents/Guardians

1. Incidents involving a child seriously hurting another child or themselves, continuing to bully or intimidate other children, persisting in disrupting the program to the detriment of other children, or leaving the program on their own will, will be documented using DEEC approved forms. Parents or guardians will be notified and presented with a copy of the documentation.
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 15th 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. If a payment is tardy, a payment reminder will be sent out by our bookkeeper. 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 - **\$50/family** due at the time of registration. Non-refundable.
2. Monthly Tuition - Based on the days of the week that the child is enrolled in the program.

Monday, Tuesday, Thursday, or Friday: \$118/month (each).

Wednesday: \$213/month

Full Time (5 days/week): \$685/month

Payments are due on the 1st of every month, excluding September. September is paid as an advance deposit upon acceptance.

3. Late Tuition Payments - **\$25** will be charged if the current month's payment is not received by the 15th of that month. (*see page 18*)

B. Late Pick Up Fees

\$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.

C. Field Trip Fees and Special Events

Based on the trip or event, the costs can range from **\$5 to \$50 per child**. This includes all costs incurred.