



FRONTIER REGIONAL/UNION #38
OUT-OF-SCHOOL TIME PROGRAM

PARENT
HANDBOOK

Updated Spring 2009

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site coordinator or the Director and a meeting will be arranged to determine how best to make use of your generosity!

DRUGS AND ALCOHOL

If a staff person is concerned that the individual who has arrived to pick up a child is not fully capable of insuring that child's safety, the OST program will discreetly:

1. Encourage the individual to allow us to contact an alternative ride for the child.
2. If the pick-up person declines this offer and chooses to drive the child, we have been instructed to alert the local Police Department for assistance.

STATEMENT OF NON-DISCRIMINATION

The Union #38 Out-of-School Time Program does not discriminate in providing services to children and their families on the basis of race, religion, gender, sexual orientation, national origin, cultural heritage, political beliefs, disability, or marital status.

SNACK

- Light, nutritious breakfast and afternoon snacks are provided to children enrolled in the before/after-school programs. Children with special dietary needs or restrictions should make arrangements with the site coordinator. OST follows the district wellness policy.
- Snacks are planned in accordance with the nutrition guidelines set up by the Department of Education's Child and Adult Care Food Program, which provides some snack reimbursement funding. To avoid asking families to complete the same income eligibility form twice, we receive copies of OST families' completed forms from the elementary schools. These forms are confidential and used solely for the purpose of participation in CACFP.

HOURS OF OPERATION:

- OSTP follows the Union #38 School Calendar and programs are closed on holidays. A minimum of 5 students must be registered to run a program.
- **Before-school** programs are offered **Monday—Friday from 7:00 a.m. to 8:30 a.m. (optional-Sunderland 6:30a.m.)**
- **After-school** programs are offered **Monday—Friday from 3:00 p.m. to 5:30 p.m.** These programs are closed both the half-day before Thanksgiving and the last day of school.

ADDITIONAL PROGRAMMING

- **Half and Full Day Programs** are offered on Teacher In-Service Days. **Half Day Programs run from 12:00 p.m. to 5:30 p.m.** **Full Day Programs run from 7:00 a.m. to 5:30 p.m.** Children participate in theme-based programming, are visited by guest presenters, or take field trips to destinations in and around Mass.
- **February and April Vacation Camps run Tuesday-Friday, 7:00 a.m. to 5:30 p.m.,** at the Deerfield Elementary School for students from all four towns. Campers participate in a variety of engaging theme-based activities and a full day field trip.
- **Half, Full, and Vacation Programs require separate registration forms,** provided to all families several weeks prior to the program, along with additional information about the location, theme, and schedule for the day or week. Refunds are possible up to the deadline indicated on a given registration form.

- **Summer Program: River Valley Day Camp runs Monday-Friday from 7:30 a.m. to 5:30 p.m.**, at the Deerfield Elementary School, **seven weeks**, from the end of June through mid August. It is open to students from Union #38 and surrounding towns who have completed kindergarten through 6th grade. RVDC provides students with enriching summer activities focused around weekly themes, age-appropriate activities including group games, nature discovery, sports, swimming, arts and crafts, drama, hiking, special themed events, and one full day field trip per week.
- **Academic, Recreational, and Arts Enrichment Programs** are offered during three 8-10 week sessions. A wide variety of programs are offered. Past programs include; Creative Movement, Karate, Drama, Art Programs, Mad Science, Robotics, Outdoor Adventures, Babysitting, Creative Writing, Music Lessons, Dance, Foreign Language, and Fencing.

ENROLLMENT INFORMATION

- The Out-of-School Time Programs are open to children in grades K-6 in the Union #38 School District.
- Children may attend one to five days a week, with the exception of the River Valley Day Camp which requires full week registration.
- OSTP accepts registrations on a rolling basis, beginning in May. Registration packets are available through the Site Coordinator, Elementary School Office, or the Program Director at 665-1155. Registrations are processed in the order in which they are received. Should days reach maximum capacity, a waiting list will be maintained until more staff is hired, or openings become available.
- A non-refundable registration fee of \$40 (\$45 for two or more siblings) is required for all new applicants before applications can be processed. Prior to enrollment, parents and children are welcome to visit the program to introduce children to the staff, see the program in action, and ask questions.
- All items in the registration packet must be completed, signed and returned before a child may begin attending the program. Please be sure to inform your child's teacher of after-school enrollment.

TUITION POLICIES

- Tuition is organized in a monthly fee structure and due in ten equal monthly payments

- Staff, Site Coordinators, and Director are available for individual conferences with families and/or teachers at the family's or school's request. Please contact the Director to schedule a meeting at a mutually convenient time.
- Families who have children with special needs should contact the Program Director to set a meeting with appropriate individuals to discuss how the Out-of-School Time Program may best meet the needs of your child, and identify accommodations necessary to provide your child with a safe and supportive environment in advance of your child's start date to allow time for accommodations to be made.
- OSTP staff are sensitive to the needs of separated and divorced parents and work to keep them informed about their child when a separation, divorce, or custody agreement allows us to do so. All information remains confidential. The program's focus is on meeting the needs of children whose families are in transition.
- Referrals to other agencies are available through each school's guidance counselor or the program director.

FAMILY PARTICIPATION: VISITS & VOLUNTEERING

The OST staff seek to create and maintain strong relationships and open lines of communication with families. We encourage family participation through many avenues such as:

- Visiting the site and sharing comments and suggestions throughout the school year.
- Taking time at dismissal to share in your child's OSTP experiences
- Letting staff know how they may better meet your needs.
- Completing the end-of-year survey distributed in May to help us evaluate changing needs of families, our success in meeting family needs, and plan for the following year.
- Sharing a talent, skill, or hobby with the program through a single activity, or running or assisting with an 8-10 week enrichment program.
- Offering enrichment program suggestions and instructor contacts.
- Helping organize and execute fundraising events.
- Donating items such as books, games, supplies, etc.
- Attending the Family Picnic celebration at the end of the year.

If you would like to donate your time and expertise, please contact your

ing objects what could be used as a dangerous weapon. The Director reserves the right to specify that an act or omission is a serious disciplinary problem even if the act or omission is not specified in this paragraph as a serious disciplinary problem.

At OSTP, we take inappropriate behaviors that may warrant suspension or dismissal seriously, adhering to a three strike policy and documenting incidents as they occur. In the instance where staff of OSTP is experiencing serious disciplinary problems with a particular child the following steps shall occur:

1. Site Coordinator shall notify and consult with parent/guardian regarding the situation, and at the Site Coordinator's discretion the child may be asked to leave for the remainder of the day and up to one full day following the incident. An incident report will be completed and a copy given to the parent and placed in the child's file.
2. By having your child in an OST program, the parent/guardian agrees that OSTP staff and personnel of the District may share information concerning the student as deemed appropriate by the staff and District personnel.
3. Reasonable adaptation is determined and implemented.
4. If extremely aggressive/serious behavior occurs a second time, the site coordinator reserves the right to contact the parent/guardian for immediate removal of the child, and up to one full day following the incident, and an incident report will be completed and filed.
5. A conference is called between the appropriate individuals, which may include the site coordinator, program director, school principal, classroom teacher, counselor, parent/guardian, and child. At this point, the initial plan will be adapted, an implementation strategy will be planned, and a date will be set to re-evaluate.
6. If there is a third serious incident, the parent/guardian will be contacted for immediate and final dismissal from the program for the remainder of the year and for future years. In the case of permanent dismissal from the Out-of-School Time Program, the parent/guardian is responsible for tuition through the end of the current month.

The final determination as to the seriousness of a disciplinary problem, and consequences for any disciplinary problem are at the discretion of the OSTP Site Coordinator, Director, and school principal.

PARENT/GUARDIAN CONFERENCES

- Tuition fees are not adjusted for absences due to illnesses or any other event that results in non-attendance, with the exception of Natures Classroom, a required 5th grade week long program, and family vacations with at least two weeks prior notice and request.
- Tuition payments are due on or before the **1st of each month for the following month.**
- Tuition paid after the ten day grace period is subject to a late fee of \$10, regardless of the amount of the tuition due.
- Checks should be made payable to the town your child's program operates in (i.e. "Town of Conway") and include your child's name and program payment is for.
- Due to the process by which payments must be received, recorded, and deposited, it may take several weeks for checks to clear. We encourage payments to be mailed directly to: Union #38 Out-of-School Time Programs, 219 Christian Lane, S. Deerfield, MA 01373, although they can be submitted via drop box located at each program. **We do not recommend sending the payment with your child.**
- Reminder letters are sent out after two months of none payment. Dismissal from the program will occur if payment is not received by the date indicated in said letter. Once payment is received, the child can return to the program on the first Monday after the payment is received.
- Financial assistance and scholarships are available by contacting the billing coordinator. OSTP uses the Massachusetts State Sliding fee scale to determine rates for income-eligible families. Additional payment arrangements may be determined with the billing coordinator and program director.

SCHEDULE CHANGES

Revisions to your child's OST schedule may be requested through the site coordinator.

- Requests for an increase in your child's enrollment in the program are allowed on a space available basis.
- Decreases in your child's enrollment will be effective on the first day of the following month.
- Withdrawal from the program requires thirty days' written notification to the site coordinator, unless prior arrangements have been made. Withdrawals without said notice result in parent/guardian

responsibility for tuition payment for that month.

- An additional day of care may be requested by families, with **24 hour written notice**. Accommodations are made on a space available basis. Additional fees will be billed.
- A note concerning changes to your child's schedule should be sent to the classroom teacher, as well as OSTP.

ARRIVAL AND DEPARTURE

- All children must be signed into before-school and out of after-school by a parent/guardian or authorized individual over the age of 18
- When dropping off or picking up your child, please let the OST staff member know that you have arrived. Staff appreciates the opportunity to greet each family when they arrive at the program.
- Students attending an enrichment must be signed out with the after-school program not the enrichment instructor.

DISMISSAL PROCEDURE & AUTHORIZED PICK-UPS

- Children will be released to their parent/guardian and those listed on the "Authorized Individual" portion of the registration form. We request notification if someone other than yourself will be picking up your child. If this is a regular arrangement, one note detailing this plan will be sufficient.
- Individuals **NOT** listed on the authorization form will only be permitted to pick up if the site coordinator has received prior written notification from the parent/guardian and the individual can provide photo ID.
- A picture I.D. will be required of **anyone** who is not known by the staff, including parents/guardians.
- **Children will not be permitted to walk home alone, nor leave in the company of an adult who has not been authorized by the parent to pick up their child.**

PROCEDURE FOR LATE PICKUP

- Parent/guardians must pick up their children by 5:30 p.m.
- Late pickup cuts into monthly professional development, trainings, and staff meetings scheduled to begin at this time. Additionally, picking children up after this time is considered to be taking advantage of the good will of the staff who have families of their own, as well as compromising a fatigued child at the end of a long day.
- After a five minute grace period, staff will call all numbers listed for

- going directly to and from activities
- showing courtesy and kindness to others
- treating school and program areas and materials with respect
- removing hats when inside
- refraining from chewing gum in the building
- using appropriate and polite language

In our OSTP community, everyone has a right to a safe and positive learning environment. Students and OSTP staff work together at each program to outline rules, expectations, proper behavior, and logical consequences for inappropriate behavior. Staff receive training in conflict resolution and mediation to assist students in solving problems on their own whenever possible.

The program's schedule and design minimize situations that may lead to a child having difficulty controlling his/her own behavior. Staff use reminders and redirection to help a child transition to an appropriate activity whenever possible, as well as having the child understand the consequences of his/her actions for him/herself and others.

When a child is unable to control his/her own behavior or is overly excited, a staff member utilizes logical consequence, temporary loss of privilege, or take-a-break. Parent/guardians will be informed of such incidents at pickup to establish and maintain open lines of communication allowing us to work together to support and encourage children's development of social skills and self-management.

The Out-of-School Time Program strictly forbids the use of corporal punishment, cruel or severe punishment, humiliation, verbal abuse, or denial of food as forms of punishment or discipline.

PROCEDURE FOR HANDLING SERIOUS DISCIPLINE PROBLEMS

- A serious disciplinary problem is defined as one in which a child is endangering the physical and emotional well-being of themselves, other children, or staff, or being otherwise unable to conform to the rules and guidelines of the program as established by the Director and Site Coordinators. These include but are not limited to assault (verbal or physical), and possession of a dangerous weapon, includ-

approved on an individual, case-by-case basis through a meeting with the Site Coordinator or Director and School Nurse. In the event that a child will be receiving medication during OSTP, it will be given by someone trained in medication delegation, and under the following guidelines:

1. Consent granted by the Director and School Nurse for an OSTP medication delegation trained staff to administer
2. All prescription medications must be brought to school by a responsible adult and supplied in the original pharmacy container, with the prescribing physician's name and phone number, and clearly labeled with the child's name and directions for administration.
3. All prescription medications must be accompanied by written instructions/order by the physician.
4. Parents/guardians must complete and sign an "Authorization to Administer Medication" form available through the director, and are responsible for replacing expired medications.
5. The Director, Site Coordinator, and School Nurse must review the above items and establish an administration plan and log before the medication can be administered.

We are unable to administer non-prescription medications such as Tylenol, cough medicine, etc., medications not in their original prescription container, or those submitted without a doctor's order.

SAFETY POLICY

All children are entitled to learn in a non-violent and peaceful school environment. The child's day should be free from bullying, threats, teasing, acts of violence, and exposure to violent games, literature, or objects that are considered violent in nature. Further more, the OSTP takes a pro-active position by teaching, modeling and integrating peaceful conflict resolution into our curriculum.

STATEMENT OF DISCIPLINE

The Union #38 Out-of-School Time Program establishes a consistent environment that focuses on helping children to develop and practice self-discipline. The following guidelines have been established to encourage appropriate behavior. Students are responsible for:

- asking a teacher before leaving a location
- walking quietly in the halls

the parents/guardians in an effort to establish arrival time.

- If the parent/guardian can not be reached by 5:45 p.m., staff will call the authorized individuals listed on the registration to locate someone able to pick up your child. Messages will be left on home and cell phones to inform the parent/guardian who has agreed to pick-up the child.
- If no one can be contacted by 6:30 p.m. it will be necessary for the staff to contact the local police department for assistance.
- The second time a late pick-up occurs, the parent/guardian will be charged a late fee of **\$1.00 per minute** for each minute which has elapsed after the dismissal time! Fees will be included on the next bill and due to the program. Repeated late pick-ups may result in dismissal of your child from the program.

NOTE: We will do everything in our power to avoid severe action in the case of a late pickup. Please help us by calling if you have an unavoidable emergency, providing responsible people on your authorization form, and most of all, by thinking of your child. A child left behind when everyone has gone home feels terribly alone.

TRANSPORTATION

Parent/guardians are responsible for transportation of their child to and from the programs. In the event of a field trip, a contracted bus company provides transportation from the site to the destination and back.

VACATIONS, HOLIDAYS, SNOW DAYS

- The OST programs are not open on legal holidays, December break, or when the schools are closed due to inclement weather.
- Tuition credits are awarded if more than one weather related cancellation falls on the same weekday.
- If **school closes early** because of inclement weather, the after-school programs will not be held. Parents will be informed in such cases, and students will be transported home on their regular bus.
- If there is a **2-hour delay**, the before-school programs will operate from 9:00 a.m. until the beginning of school.
- If the weather situation is such that the regular school day can be completed but the forecast is for deteriorating conditions, the Director may call for an **early OSTP closing**. Site Coordinators will contact all parents/guardians to request that they pick up their child/children as soon as feasible. In this case, accounts will be credited.

- If parent/guardians can not be reached, we will begin contacting the people authorized on your registration form. It would be helpful if parents have a back-up system if they know they will be away from a telephone on the day in question.

PARENT RESPONSIBILITIES

1. Complete and return all elements of OSTP Registration Packet before the child begins attending the program.
2. **Inform the program if your child has alternative plans and will not attend after-school on a regular day.** Notes should be sent directly to the site coordinator, or you may call the OSTP office or site phone number. Otherwise, the site coordinator and staff spend time away from the program to track down your child. **Any children listed as absent from school for the day shall not return to the building for the after-school program.**
3. **Send your child with clothing appropriate for the season and the activity that he/she will engage in.** If it is below 20 degrees, children will not play outside. Children will not be allowed out in the snow without boots, gloves, hat, snow pants, and a coat.
4. **Put your child's name on all clothing, lunch boxes, and other belongings. We cannot be responsible for belongings left at school.**
5. Send a note to your child's classroom teacher indicating which days he/she will be attending the after-school program at the start of school, and if there are changes to his/her OST schedule.
6. Inform the OST Director, Site Coordinator, and staff of anything in your child's life which might affect his/her experience at the program (death of a pet or relative, divorce, illness, active duty family member, new sibling, etc.).
7. Agree that your child will live up to the standards of behavior as noted under the Statement of Discipline. If your child does not do so, s/he will not be able to attend any OST program.
8. Walk your children into the before-school program and sign out of after-school. **Children may not be dropped off at the front door in the morning or allowed to walk or ride a bike home in the evening.**
9. Provide transportation home as soon as possible if your child has an elevated temperature, diarrhea, or has vomited at the program.
10. Provide completed Medication Administration form and medica-

tion, if needed, to program prior to start date.

HEALTH CARE

The Out-of-School Time Programs abide by the same health rules as the Union #38 School District regarding dismissal from school as the result of an illness. **If your child has been sent home sick during the regular school day, he/she may not return that same day to attend the program. Students with communicable disease such as lice, pink eye, stomach viruses, flu, and other rashes may not attend the program for a minimum of 24 hours, or until the condition is cured.**

INJURY/EMERGENCY PROCEDURE

- Updated emergency information on each child is needed in order to keep records current. At least two emergency contacts (name & phone number) must be listed on the emergency card should your child become ill or injured and we are unable to reach you. Please advise the site coordinator of any changes to information on this card (insurance, contact #'s, medication, allergies).
- All staff hold current CPR and First Aid Certifications. Minor injuries, such as a small scrape, cut, or bump, will be treated by staff at the program and an Injury Report will be completed and provided, and notification given to the parent/guardian at pick-up.
- In the event of serious injury or illness, such as a head injury, large scrape, or profusely bleeding wound, treatment will be provided by staff if possible, and parent/guardian will be notified by phone. If necessary, OST staff may contact the local ambulance service and accompany the child to the hospital specified on your emergency card. An Injury Report will be completed and provided to the parent/guardian.

ADMINISTRATION OF MEDICATION

- If your child has an **allergy or medical condition**, it is essential that the Director and Site Coordinator have all of the details in writing and if applicable, are provided an Epinephrine Pen or Inhaler to be kept at the program. **We do not have access to the nurses' offices.**
- If your child **receives medication**, please make arrangements for the school nurse to provide treatment before the end of the school day.
- **Requests for medication administration** during the program, including student self administration of inhaler, must be discussed and