

ARLINGTON RECREATION

KID CARE PROGRAM PARENT HANDBOOK

MISSION STATEMENT

Arlington Recreation a self-sustaining division of the Town, offers safe, quality, affordable programs and facilities for the citizens of the community of all ages and abilities.

Our staff of qualified professionals are dedicated to serving the community with excellence and pride.

The Arlington Recreation Kid Care Afterschool Program

Contact Information: Arlington Recreation: 781 316-3880

Recoffice@town.arlington.ma.us

Kid Care Direct: 413 370-2476

kidcareafterschool@gmail.com

Recreation Department: Jon Marshall, Recreation Director

Stacey Mulroy, Assistant Recreation Director

Erin Campbell, Recreation Supervisor

Program Director: Erika Roberts

Assistant Director: Jeff Jamgochian

Group Leaders:
Dave Alessi
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ARLINGTON RECREATION KID CARE

Arlington Recreation Kid Care is licensed by the EEC. Parents may contact the EEC for information regarding the programs regulatory compliance history or with any questions or concerns by contacting the EEC at

The Department of Early Education and Care
360 Merrimack St. Bldg 9, 3rd Floor Lawrence,
MA 01843
978-681-9684
www.mass.gov/EEC

Statement of Purpose

Welcome to Arlington Recreation Kid Care. Our school age child care program has been organized to provide supervision for children in kindergarten through fifth grade. Arlington Recreation Kid Care is a School Age Child Care Program licensed by the State of Massachusetts. Arlington Recreation Kid Care does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation. The Arlington Recreation Department administers the program.

Goals

Arlington Recreation Kid Care will provide quality child care for children grades K-5 that parent/guardian can rely upon throughout the school calendar year.

Arlington Recreation Kid Care will offer a variety of recreational activities including; games, art and crafts, reading, music, homework and free time in a safe and friendly environment. The student to staff ratio is 13:1.

Objectives

The objectives of Arlington Recreation Kid Care are:

1. To ensure a safe and quality form of child care for parent/guardian and child.
2. To provide a continuing education for children outside an academic setting.
3. To offer a variety of educational opportunities through social, educational and recreational activities.
4. To instill a sense of self-worth in every Arlington Recreation Kid Care child.

Progress Reports

Progress reports will be distributed around the first of the year. If parents/guardians have any questions or concerns, they may request a personal meeting.

PARENT/GUARDIAN-STAFF COMMUNICATION AND PARENT/GUARDIAN PARTICIPATION

It is very important to keep the lines of communication open between parent/guardian and staff. Please feel free to contact us if you have any questions or concerns. By having the parent/guardian and staff work together, we can create an environment that is a growing experience for all.

Parents/Guardians are welcome to visit Arlington Recreation Kid Care any time during our hours of operation. Parents can request a conference during the school year involving parent/guardian, staff and the Program Director. These meetings will be at the convenience of the parent/guardian.

The Program Director is responsible for the center's policies and procedures. If you have any concerns or comments, please discuss it with the Program Director. Arlington Recreation Kid Care is always looking to new ideas and encourages parental/guardian input.

Hours of Operation

Kid Care follows the Arlington Public School schedule. The program begins on first day of school and ends the last day of school. Arlington Recreation Kid Care is in operation from school dismissal until 6 PM. Programs will run on early dismissal days with the exception of when school closes at mid-day for a school vacation period. Kid Care will also not meet on school snow/emergency cancellation days. Arlington Recreation Kid Care will be using space at the Gibbs School 41 Foster Street Arlington. **Parent/Guardian whose children remain past closing time will be charged an overtime fee of \$5.00 for every 5 minutes past 6:00pm.** Overtime fees will be billed to your account.

Registration and Fees

Registration is done by phone (781-316-3880), on-line at arlingtonrec.com, or at the Arlington Recreation Dept. at 422 Summer Street.

Monthly payments are through automatic credit card payment only (Credit Authorization Payment Form must be completed at registration). The first payment, due at the time of registration, is for September. Subsequent monthly payments will begin Sept 15th and will continue for the remaining nine months.

Please visit arlingtonrec.com for updated fee schedules and cancellation policy.

** Transportation included*

Adding a Day

Registered Kid Care participants can add an extra day during emergency situations at the cost of \$25 per day. Here is the procedure:

1. The request must be received by no later than 1pm on the preceding day. Confirm with the Program Director if there is room in the program on the day you need. Our license is for 65 students so we cannot go over that number of students on any given day.
2. If there is room the Program Director will confirm with the office and let them know that you will be registering for the extra day.
3. The \$25 per day will be added to your account and will be due on your next scheduled monthly payment.
4. Arlington Recreation will inform the Kid Care staff that you have registered for the extra day and are authorized to pick up your child at their designated school.
5. Please inform the school of the additional day so that there is no confusion at pick-up time.

Records

All children's records will be kept confidential and the distribution of records is prohibited. Should a child's record be subpoenaed, the Program Director will inform the parent/guardian in writing and maintain a log to who the information was released.

Research and Experimentation

There will not be any research and experimentation involving any children enrolled in the program. No observation of any kind will be performed without written consent from parent/guardian and the Program Director.

Arrival – School Pick-up

All children must meet at their respective school bus pick-up areas. These will be communicated to parents before the first day. Children will be signed in by the staff meeting at the location. Assigned staff will wait with the children until the bus arrives at which time the staff will check the kids in with the bus monitor.

If your child will not be attending on a given day, or is absent from school please notify the Kid Care program. This will help keep our pick up running as smoothly as possible.

Release of Children

Children will not be allowed to leave with persons other than a parent/guardian unless written permission has been given to the Program Director prior to

dismissal time. Identification will be checked at pick up. If a parent or approved adult is not present to pick up the child the child will not be released and will stay at the program until a parent can be reached.

Those approved for pick up will sign the child out. The time of sign out will be recorded on the sign out sheet.

Absences

If your child will not be attending the Arlington Recreation Kid Care program for any reason, please notify us at 413-370-2476 or kidcareafterschool@gmail.com before 12 pm. Absentees without prior notification require unnecessary time spent searching for the child and making phone calls. This will slow down the pick-up time for the remaining children in the program. If a child does not arrive at the program as intended, the Recreation Department will contact the parent/guardian. If a parent/guardian cannot be reached, the Recreation Department will contact the child's emergency contact.

Arlington Kid Care Transportation Plan

1. All children will be transported to the Arlington Kid Care program by a contracted service with North Reading Transportation. Children will be picked up at their respective schools and dropped off at the program location. The school bus will first pick up an Arlington Kid Care staff member which will take attendance and supervise activity on the bus. No child will be on the bus for more than 45 minutes.
2. Please see attached parental consent for transport.
3.
 - A. Transportation is provided via school bus.
 - B. Transportation is provided via North Reading Transportation, 55 Hampshire Rd, Methuen, MA 978-681-4100
 - C. An Arlington Kid Care staff member will ride the bus during transportation.
 - D. All children will be required to remain seated. Upon any disruptive behavior the Arlington Kid Care Staff person will immediately identify the issue and change seating areas if need be.
 - E. Any medical emergency the monitor will immediately call 9-1-1.
 - F. Both the driver and bus monitor will have a cell phone with them at all times. Communication is also possible via the transportation companies dispatch center.
 - G. If a child is not at the pick-up location the staff assigned will check with the school office to make sure the child was not absent from school. If the child was in school the staff will notify the Recreation Department who will contact the parents to see if an alternate after school plan was made for the day. If the child is supposed be at the program and is not

there emergency procedures will be taken.

H. If the vehicle becomes disabled the monitor and driver will remain on the vehicle with the children until another bus can pick-up the children. If the situation calls for the children having to vacate the bus for safety then a safe location will be identified and the monitor and bus driver will wait with the children for another bus.

I. All moving violations and/or accidents will be reported.

Activities

All activities are well balanced between active and passive recreation that will provide the opportunity for individual and structured interactions. We will offer the following various clubs throughout the year.

Art	Sports	
Nature	Homework	Games
Science	Movement	Music

All activities are reviewed by the Program Director. Every month an activity schedule will be posted at the program.

Children will be supervised at all times indoors and outdoors. Children will be allowed to get a drink independently with permission. The Program Director will develop a written plan of monthly activities based on programmatic needs identified by the staff.

Equipment

Sports:

kick balls, tennis balls and rackets, wiffle ball and bat, two sizes bats (one small for young children and one larger for older children), mats for tumbling, jump rope, parachute, various balls

Art Materials :

chalk, paint, glue, markers (water color), blunt scissors, paper, crayons

Games:

Topple, Bed Bugs, Brain Teasers, Yatzee, Candy Land, Uno, etc...

Cooperative Play:

Legos, puzzles, etc...

Books:

Magic, story books, education books

Snack

Arlington Recreation will provide a nutritious snack. Snack time will be about 15-20 minutes.

Parents/Guardians may prefer to provide a snack each day for their child. Some suggestions for a nutritional snack would include the following: crackers, cheese, fruit, popcorn, pretzels, carrot sticks and water. ***No peanut butter or peanut butter/nut products will be allowed in the program. If your child brings into the program peanut butter or any peanut butter or nut based products he/she will not be allowed to eat it.*** Every effort will be made to encourage the children to eat their snack or lunch. However, children's appetites vary and it is not the center's responsibility to be certain every bite is eaten. The emphasis is on eating in a relaxed, quiet, and friendly manner.

All staff and children must wash their hands before having a snack and leaving the bathroom.

If your child has allergies to certain foods please notify the Program Director and fill out the appropriate medical forms during registration. The staff will take every precaution to keep the children safe from allergic reactions during snack and throughout the day.

Custody, Visitation, Support, Care and Related Issues

Arlington Recreation recognizes that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements which govern custody, visitation, support, care and related issues. Arlington Recreation at all times desires to promote the parent-child relationship, to nurture child development, to minimize potential conflicts and problems, and to promote an environment best suited for the provision of quality child care, enrichment and education. To promote these interests Arlington Recreation has adopted the following policies:

Unless Arlington Recreation is provided with a certified copy of an order from a court of competent jurisdiction which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children on an unrestricted basis during the normal hours of operation during the day. It shall be the parent or legal guardian's responsibility to provide Arlington Recreation with the certified copy of the order. In the event that the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, Arlington Recreation shall first notify the local police department, and only then attempt to notify the custodial parent or legal guardian.

Unless otherwise notified, Arlington Recreation shall assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by Arlington Recreation regarding the enrolled child or children, subject to state law governing disclosure of such records.

In the event a parent seeks to have an administrator or staff member of Arlington Recreation testify at deposition or in court, during normal business hours, a

subpoena shall be required in accordance to state law. Neither administrators nor staff of Arlington Recreation shall be permitted, during working hours, to take time from their regular duties to provide testimony, affidavits, or otherwise act as witnesses on behalf of a natural or adoptive parent or legal guardian involving matters such as custody, care support, visitation or control of the enrolled child or children without service of a subpoena.

Discipline and Discharge

Children are entitled to a pleasant and harmonious environment. Arlington Recreation Kid Care cannot serve children who display chronically disruptive behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules that guide behavior during the program. If a child is unable to adapt to the program setting and behave appropriately, the child may be discharged from the program.

Discipline and guidance will be fair and consistent and based on the understanding of each child's individual needs. If a problem arises, the staff will try to help any child who is having difficulty in the class by giving the child an opportunity to verbalize his/her feelings. This will be done in order to help the child/teacher communicate and solve the problem. The staff may then offer other acceptable choices to the child. If the problem persists, it may be necessary to remove the child from the situation into a quiet area until he/she can rejoin the group.

Under no circumstances will corporal punishment be used. No child will be denied food as a form of punishment. No child will be punished for soiling or wetting his/her clothes. No child will be subjected to verbal abuse or humiliation.

Behavior problems of a serious nature or inappropriate behavior that persist over a period of time will be brought to the attention of parent/guardian.

Discipline is “liking children and letting them see that they are liked. It is caring about them to provide good clear rules that are necessary for their protection.” A child needs affection, order, security, and a stimulating program. A child does not need punishment, fear, tension, silence or pity.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- 1) The child will be given the opportunity to take time in an identified break space.
- 2) If the child does not self-elect to use the break space a time-out will be given in order for him/her to calm down and think about his/her actions.
- 3) If a second time-out is given to the child in a single day, the staff member will

write an incident report. This report will be given to the parent/guardian to read and sign. The report will be returned to the Program Director where it will remain with the child's enrollment information.

4) If there is aggressive behavior that cannot be addressed through redirection a parent will be notified and called to pick up their child. The program will work on a plan to address the aggressive behavior, but the program cannot jeopardize the safety of staff or other participants.

5) A one day suspension will be in effect on the next scheduled day the child is in the program for any aggressive behavior.

6) The program will work with the parent/guardian on a plan to prevent future aggressive behavior.

7) At the discretion of the Program Director and with approval from the Recreation Director, if the severity of a problem is great enough that it could endanger the safety of the child, other children in the program, and/or staff discharge will be effective immediately.

Termination of a Student

1) When a child continues to endanger him/herself, the safety of another child, or a staff member.

2) When the program cannot meet the child's needs. (such as behavioral, emotional, cognitive, language or physical needs)

3) When the program's content does not match the child's developmental needs.

4) When a parent/guardian consistently does not follow the policies of the program.

Policies are established to protect the rights of the program, children, staff and parent/guardian.

The staff will document when any of the aforementioned reasons occur. The parent/guardian will be appropriately notified in writing. A conference will be scheduled to discuss the issue(s). Suggestions for a solution to the problem will be discussed together between the Program Director and parent/guardian. Should outside help be required, the Program Director will inform the parent/guardian of appropriate referral services. Should the solution show no improvement, the child will be discharged from Arlington Recreation Kid Care after reasonable attempts.

Health

If a child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.), please be sure that the staff is made aware at the outset of the program. This will allow for a quick response if a problem should occur during program hours. If medication needs to be dispersed or available on site, please make sure that the appropriate forms have been completed.

Any child who is sick should remain at home. No child should attend Arlington

Recreation Kid Care with a fever, diarrhea, vomiting, or other complaints of illness until he or she is free of these symptoms for 24 hours, or has been on an antibiotic for 24 hours. A child with chicken pox must remain at home for seven days or until all sores are scabbed over.

If a child becomes sick during the program, Arlington Recreation Kid Care will call the parent/guardian or emergency contact to come and pick up the child promptly.

Site Director will notify parents if any communicable diseases have been introduced into the center.

Medications will be dispensed only if they are in the original prescription container, together with specific instructions written on a medication form, and if the parent/guardian consent form has been signed. This must be given to the Program Director before any medication can be dispensed. Any leftover medication will be returned to parents or destroyed. It is encouraged that all medications are planned around the hours of the program.

The staff of Arlington Recreation Kid Care will administer routine first aid for minor scrapes and bruises. The staff is CPR and First Aid certified. In the event that a child should require immediate emergency medical attention, the child will be taken to an available hospital by ambulance. Arlington Recreation Kid Care will contact the parent/guardian immediately. It is essential that the Arlington Recreation Kid Care staff have on file the Emergency Medical Authorization Form signed by the parent/guardian.

Any injury requiring first aid attention will be documented in the child's file. Program Director is responsible for maintaining a central injury log and informing EEC of serious injury, or inpatient hospitalization immediately.

First Aid supplies are located in the two main rooms that the program accesses. First aid bags must be taken at all times when leaving the building. The Program Director will maintain first aid equipment and ensure that it is adequately supplied.

Safety

General Rules:

- 1 Use of soft, indoor voices, except in the gym and/or playground.
- 2 No climbing on the school furniture.
- 3 No running except where permitted in gym or playground.
- 4 Appropriate use of supplies and equipment.
- 5 Appropriate behavior at all times.
- 6 Food will be confined to areas designated for snack.
- 7 Staff and children must remain within the designated program facilities at

- all times.
- 8 The building custodian is to be called in the event of need (i.e. sanitary clean up or body fluids).

Emergency Evacuation Plan

KID CARE will conduct monthly evacuation drills. The evacuation routes will be placed at every exit. These procedures will be discussed with the children so that they may have a speedy, stress free, and safe drill.

Pest Management Plan

The department in using the public school building, follows the IPM established by the school department.

Children with Disabilities

Arlington Recreation will accept children with disabilities only if the staff and facility can meet the needs of the child in question. The Program Director will meet with the parent/guardian prior to admitting the child to the program to determine whether the program will fit the needs of the child, parents and program. It is important that parents provide as much information to the department so we can work with you to best meet the needs of your child.

Prevention of Abuse and Neglect

Arlington Recreation shall protect children from abuse and neglect while in the program's care and custody. The Department of Children and Families and The EEC requires the program to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol. Kid Care's policies for reporting abuse or neglect are:

All staff is mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the DCF pursuant to M.G.L. c. 119, ~ 51A, or to the licensee's Program Director, Director of designee.

The licensee's Program Director, Director or designee shall immediately report suspected abuse or neglect to the DCF, pursuant to M.G.L. c.119, ~51A.

The licensee's program Director, Director or designee shall notify the EEC immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care for the program or during a program related activity.

The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent of disclosure to the EEC of information from, and allowing the EEC to disclose information to, any person and /or agency the EEC may specify as necessary to the investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

The licensee shall maintain the following procedures for addressing any suspected incident of child abuse or neglect, which includes but not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the DCF investigation is completed and for such further time as the EEC requires. The staff member will not be paid during suspension from the program while an investigation is ongoing. A staff member will not collect back pay for any lost time if reinstated.

Access to your Child's Record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request, unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintain the center's records.

Amending your Child's Record. You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record; you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

I have read and understand the policies of Arlington Recreation Kid Care as stated in this handbook.

Parent/Guardian Signature

Date