

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 After School Program Staff

Director: Jon Marshall and Erin Campbell – 781-316-3880

Site Coordinator: Tanya Dall – 781-316-5017

Asst Site Coordinator/Art Coordinator: Victoria Perrakis

Teachers: Erica Roberts, Jeff Jamgochian, Kenneth Hughes, Jim Hart

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
Attn. Christine Lowe
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 twice a year. The first one will be distributed before the Winter break. The second one will be distributed May 1st. 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. There will be planned conferences during the school year involving parent/guardian, staff and the Program Director. These meetings will be at the convenience of the parent/guardian.

Parent/Guardian participation as volunteers are welcome, see the Program Director for more information.

GRIEVANCES: The best policy is a direct policy. If you are having a problem with a staff member, please inform her/him about the problem. If you are unable to resolve the problem with the staff person please notify the Program Director immediately. We are here to serve you and your family in an educational and helpful environment.

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.

POLICIES & PROCEDURES

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. Although Kid Care will not offer vacation and Summer Programs, the Arlington Recreation Department will offer these programs and families will be notified as to choices they have for these times. Arlington Recreation Kid Care will meet at the Thompson School Modular Classrooms, Monday - Friday. **Parent/Guardian whose children remain past closing time will be charged an overtime fee of \$1 per minute.** Overtime fees are paid by the next working day and are paid to the main office.

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. After a registration form and all appropriate paperwork are completed the Program Director will send out a handbook and schedules.

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. The first month's tuition and deposit are non-refundable.

*5 Days - \$463/month

*4 Days - \$370/month

*3 Days - \$309/month

*2 Days - \$208/month (Two day minimum)

* *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. Confirm with Director Tanya Dall if there is room in the program on the day you need. We have a set limit on our license so we cannot go over that number of students on any given day.

2. If there is room Tanya 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 onto your next monthly payment that is automatically billed to your credit card.
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.

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 Program Director.

Arrival and Departure

All children must meet at their respective school bus pick-up areas. At departure time, the child should leave with an adult hand in hand for safety reasons. The child will only be released to the parent/guardian or adult authorized by the parent/guardian at departure time.

If someone other than the parent/guardian is picking up the child at dismissal, the parent/guardian must notify the Program Director in writing. This notice must also specify the name of the adult who is authorized by the parent/guardian to pick up the child.

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 Club
Nature Club
Science Club

Sports Club
Homework Club
Dance Club

Game Club.
Music Club

All activities will be reviewed and authorized by the Program Director prior to the activity taking place. **No unauthorized activities will be offered at any time. Every month an activity schedule will be posted and one sent home for parent/guardian to review. Weekly newsletters will also be sent home with upcoming information.**

Children will be supervised at all times indoors and outdoors. Children will be allowed to get a drink independently with permission. The Site Coordinator will submit to the Program Director a written plan of monthly activities. These activities will be posted on the bulletin board for all the parents/guardians to view.

Equipment

Sport :

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

Art Materials :

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

Games:

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

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, raw vegetables, popcorn, carrot sticks, fruit juice and/or milk, etc. ***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.

Absences

If your child will not be attending the Arlington Recreation Kid Care program for any reason, please notify the Arlington Recreation Department at 781-316-3880 or e-mail tdall@town.arlington.ma.us by 12 pm. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child will occur. If a child does not arrive at the program as intended, the Arlington Recreation Kid Care Program Director will contact the parent/guardian. If a parent/guardian cannot be reached, the Program Director 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 transportation service. Children will be picked up at their respective schools and dropped off at the Gibbs School. 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 Coordinator – Jon Marshall – 781-316-3881
B. Transportation Contact During Transport – Tanya Dall – 781-316-5017
C. Transportation is provided via school bus.
D. Transportation is provided via a contracted transportation service.
E. An Arlington Kid Care staff member will ride the bus during transportation.
F. 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.
G. Any medical emergency the monitor will immediately call 9-1-1.
H. 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.
I. If a child is not at the pick-up location the monitor will check with the school office to make sure the child was not absent from school. If the child was in school the monitor will call the parents contact numbers 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. The monitor will work with school personnel to sweep the facility. Upon an initial sweep if the child is still not found the Arlington Police will be called and parents will be notified.

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.

J. 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.

K. All moving violations and/or accidents will be reported to the director of the program and the Director of Recreation.

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.

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 misbehaved child will be given a time-out in order for him/ her to calm down and think about his/her actions.

2) 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 or to read and sign. The report will be returned to the Program Director where it will remain with the child's enrollment information.

3) <u>Written Warning</u>	<u>Parent Action</u>	<u>Program Action</u>
First	Parent Sign and Return Warning	Monitor Situation
Second	Meeting with Program Director	1 Day Suspension
Third	Meeting with Program Director/ & Director of Recreation	Dismissal from Program

* One day suspension effective on the next scheduled day the child is in the program.

4) At the discretion of the Program Director and with approval from the Director of Recreation, if the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, 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) at hand after the second written warning. 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 the third written warning.

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.

The staff of Arlington Recreation Kid Care will administer routine first aid for minor scrapes and bruises. The staff is CPR certified 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 every room. First aid bags must be taken at all times when leaving the building. Site 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).

First Aid Kit includes

Quick -reference first aid manual, note cards and pen
Disposable latex gloves
Thermometer
Flashlight
Blunt-tip scissors
Tweezers
Instant cool pack
10, 4x4 Gauze pads and 10, 2x2 Gauze pads
1 roll 4" flexible gauze bandage and 1 roll 2" flexible gauze bandage
25 1" and 25 assorted small Band-Aids
1 roll 1" bandage tape
2 triangular muslin bandages
Syrup of Ipecac (2)
Packages for sugar for diabetes
Large container for use in flushing eyes
Soap, cleansing pads

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

On file at The Arlington Recreation Office.

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.

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 Office 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.

EEC GENERAL REGULATIONS

Chapter 28A, Section 10 and subsequent amendments to the General Laws of the commonwealth of Massachusetts mandates to the EEC the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child day care centers (including nursery schools), and school age child care programs.

These regulations, 102CMR 7.00, establish minimum standards for operation of group day care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows:

Parental Input. The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Meeting with Parents. In group day care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Parent Information. The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and there illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

Parent Conferences. The licensee must make staff available for individual conferences with parents at your request.

Progress Reports. At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent Visits. You have the right to visit the center and your child's room at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

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 not 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.

PROGRAM RESPONSIBILITIES

Providing Information To EEC The program must make available any information requested by the EEC to determine compliance with any EEC regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting Abuse or Neglect. All center staff members are mandated reporters. They are required by law to report suspected abuse and neglect to either the EEC or to the Licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of Injury The licensee must notify you immediately of any injury that requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulations. The program must maintain a copy of the regulations, 102CMR 7.00: Standards for the Licensure or approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, please request The Arlington Recreation Kids Care Director to show them to you.

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

Parent/Guardian Signature

Date