



Melrose Public Schools'
After School Enrichment Programming
Education Stations

Elementary Parent Handbook

Hoover Elementary

781-979-2180 #3
HooverES@melroseschools.com
37 Glendower Road, Melrose MA 02176

Lincoln Elementary

781-979-2146
LincolnES@melroseschools.com
80 West Wyoming Ave., Melrose, MA 02176

Winthrop Elementary

781-979-2148
WinthropES@melroseschools.com
162 First Street, Melrose, MA 02176

Horace Mann Elementary

781-979-2145
HoraceMannES@melroseschools.com
40 Damon Ave., Melrose, MA 02176

Roosevelt Elementary

781-979-2147
RooseveltES@melroseschools.com
253 Vinton St., Melrose, MA 02176

General Questions: 781-462-3266
EducationStations@melroseschools.com
360 Lynn Fells Parkway, Melrose, MA 02176

Administrative Office:

Eileen Karpenko, Program Coordinator, ekarpenko@melroseschools.com, 781-662-2000x4001
Karen Gennari, Administrative Coordinator of Finance and Human Resource,
kgennari@melroseschool.com,
781-462-3266

Dear Parents and Guardians,

Welcome, and thank you for choosing to be a part of Education Stations (EdS), your neighborhood after school enrichment program. Eds is a place for fun, friends, and learning during out of school time. Your child will enjoy a safe and engaging environment with our dedicated and professional staff. Our team engages students in a creative, motivating, and cooperative atmosphere to further inquiry and development. The information and procedures in this handbook will help everyone know what to expect, and allow the program to operate effectively. We thrive in partnering with parents to serve students.

Registration is now open! Follow the steps below to be ensured a spot for the upcoming academic year. Please carefully remember registration is only considered valid once ALL necessary documents are received. The online registration form is only one component of the process. We also have some changes to share with you. Thanks for your attention.

Per the School Committee Meeting held on 2/26/19 our tuition has increased by 2.25%. Please see the Parent Handbook for our Pricing Chart.

The Education Stations Team looks forward to another year of serving Melrose students in a fun, safe and productive environment.

The online registration form is the **FIRST** step in registering for Education Stations.

Steps to Register:

1. Please carefully read the Parent Handbook, which is accessible online at Melroseschools.com. Understanding how the program works is essential to a smooth, cooperative year.
2. Complete the attached Online Registration Form. Schedule changes for August and September may not be made after the August 1st deadline.
3. Download the "Parent Permission Packet", print out the documents in the current PDF format (do not complete electronically and email). Fill out information requested on all three required pages. The completed Parent Permission Packet is required by August 1st to ensure placement of your child in our program.
4. Make full payment covering the \$46.00 registration fee, first month tuition and any additional service fees that you have chosen for the upcoming year (8 Early Release Days, Drop In Book of 5, February Vacation Week, April Vacation Week Program). The first monthly tuition payment will cover both August and September. Payments may be made by personal check, bank check, or money order. Education Stations does not accept any cash or payments at the Elementary Sites. Please make check/money order payable to "Melrose Public Schools" and write your child's name and school in the memo line. If you will be using bank issued checks, please plan in advance to properly meet registration deadlines and payment destination. Once your first payment is made you will be able to access your Monthly Tuition and other fees for services via MCC portal via Melroseschools.com.
5. Mail or drop your Parent Permission Packet documents. Please remember to attach your check. **DO NOT** direct paperwork and payments to your child's school. All information must be processed via our central office. Please note Central Admin Office hours during the summer are: Monday - Thursday 7:30am - 3:00pm.

Education Stations, Attn: Karen Gennari, 360 Lynn Fells Parkway, Melrose, MA 02176

6. If ALL registration steps are completed by August 1st your child will be guaranteed placement in the program. Children with incomplete files will not be able to attend until 2 weeks after all paperwork and payments are received. We look forward to serving your family!

GENERAL INFORMATION:

Melrose Education Stations provides balanced enrichment programming at the end of the school day in students' own elementary schools. Three scheduling options are available each day, and students may attend one to five days on a weekly schedule. Students may also attend on a drop-in basis if a Book of 5 "Drop In" days has been purchased at the time of registration. Aside from afterschool programming, EdS also offers programming during other non-school times including some vacation weeks. Please choose your schedule carefully as all optional programming is non-refundable.

Optional Programs

8 Early Release Days (10/2, 11/13, 12/11, 1/8, 2/5, 3/4, 4/1, 5/6) 12:20-2:20 = \$162

Book of 5 "Drop In" Days from 2:20 until 6:00 = \$205

February Vacation (2/18-2/21) from 8:00-6:00 = \$268

April Vacation (4/21-4/24) from 8:00-6:00 = \$268

Enrichment programming makes use of many school facilities including the playground, library, art/music room, computer cart, and gym/multipurpose room. Homework help, physical activity/games and a variety of daily activities are typically offered each day. All activities take place on school grounds.

PROGRAM OBJECTIVES:

- Encourage well-rounded development through a variety of enrichment activities
- Teach students to be positive, responsible, and contributing community members
- Provide safe, reliable, and caring supervision during non-school hours

SCHEDULING:

In order to plan for appropriate staffing, quality activities, and to accommodate many families' schedules, students need to be pre-registered to attend. Parents may choose a combination of weekdays and pick up times to suit their schedule. Drop-in services may be used to accommodate unusual or temporary schedule needs only if you have pre-purchased a Book of 5 Drop In Days. Advance notice given in writing must be received by noon on the day your schedule needs. ***Those who are registered to attend on a set weekly schedule are guaranteed a spot on given day(s).*** Drop-in attendance, schedule changes and late registrations are subject to availability.

Set weekly schedules must remain the same throughout a calendar month, with the exception of daily drop-ins and train line extensions. Students may not "make up" missed days, or "swap" scheduled for unscheduled days. Schedule change requests are due by the 15th of the month prior to the desired shift in schedule. For example, schedule changes to be in effect for the month of December must be requested no later than November 15th. Parents may submit changes by emailing child's name, school, and desired new schedule to EducationStations@MelroseSchools.com.

TUITION AND REGISTRATION:

The term of student enrollment is one academic school year. Timely registration and payment are required to secure placement. A non-refundable \$46 registration fee applies per child, per year. REGISTRATION AND FULL PAYMENT IS DUE BY AUGUST 1st to ensure a spot for the first days of school. This deadline is necessary to ensure adequate time for responsible staffing and materials ordering. Requests for enrollment after that time may be accommodated with a 2-week advance notice, pending availability.

Tuition is based on a 180-day school year, divided into 9 equal monthly payments. This flat monthly fee allows parents to budget for predictable charges. For a consistent schedule the same tuition amount is due each month, regardless of how many actual service days occur.

For example, the monthly payment for a student to attend M-F until 4:30 costs \$490 in both March (with many school service days) and April (which has fewer after school service days). The tuition payment made in August will cover the first day of school and throughout September. **The last monthly fee will be due by May 1st. This May tuition payment will cover all after-school service days in both May and June.** Any additional fees incurred throughout the month of June (i.e. train changes or late fees) are due the respective week of services.

Payment and Attendance Timeline:

- 1st calendar day: Full payment for upcoming month of after school program must be received. Parents of students with paid accounts will not be contacted after this until the mid-month tuition reminder for the upcoming month.
- 2nd calendar day: **A late fee of \$25** is applied to all student accounts with outstanding balances.
- 5th calendar day: Overdue accounts are emailed, reminded of balance and EdS payment policies.
- 10th calendar day: Students with overdue balances are no longer allowed to attend until full payment is received. Building Principal, Secretary and Teacher will be notified to have the student dismissed after school to parents/guardians, and not to the EdS program.

Tuition and fees may be paid via:

US Mail: Education Stations % Melrose Public Schools, 360 Lynn Fells Parkway, Melrose MA 02176

In person: Our administrative office is located inside Central Administration at the address above.

Payments may be made by personal/bank checks via MCC portal, credit/debit cards or money orders. **Elementary Sites do not accept payments. EdS does not accept cash payment.** Monthly tuition fees are detailed on the following page. Education Stations gives a 20% sibling discount off the tuition of the brother/sister with the lesser monthly tuition amount. There is no discount applied to Drop In Books of 10, Early Release, February Vacation Week or April Vacation Week. Other fees associated with the after school or full day programs include:

Train Change \$16: Parents may extend the pick-up time of their student on a particular day.

Late Payment Fee \$25: This fee applies to any account not paid in full by the first of the month.

Late Pick Up Fee \$2/minute: This fee is applied when a student is late to be picked up. This fee is automatically generated, based on the time of parent sign out in our system. Please be punctual.

Selection of the following optional programs must be made during the online 2019-2020 Education Stations registration form process. Thank you!

8 Early Release Days \$162

This optional 8 Early Release Day charge applies to students NOT regularly scheduled to attend weekly on Wednesdays, and covers the 12:20 - 2:20 PM time block for all 8 Early Release Days for the entire 2019-2020 school year.

The dates of the ER days for the 2019-20 school year are: 10/2, 11/13, 12/11, 1/8, 2/5, 3/4, 4/1, 5/6/20

Students regularly scheduled to attend on Wednesdays will automatically be covered during early release hours.

Full Day Programming :

Optional full day programming is offered during some of the February and April school breaks.

February Vacation: **2/18-2/21/20** = \$268

April Vacation: **4/21-4/24**= \$268

Book of 5 Drop In Days:

If you choose to purchase a Drop In Booklet of 5 days please do so on the Registration form. In order to "cash in" one of your Drop In Tickets you MUST contact Karen Gennari no later than noon on the day of service by emailing kgennari@melroseschools.com. No phone calls please as we need this request in writing to track usage. Drop In Booklets are non-transferrable and expire at the end of the school year.

Questions? Admin Offices Phone: 781-462-3266 email: EducationStations@melroseschools.com

Education Stations After School Program Monthly Tuition Rates

	Monthly Fee 1 day/week	Monthly Fee 2 days/week	Monthly Fee 3 days/week	Monthly Fee 4 days/week	Monthly Fee 5 days/week
Blue line pickup by 4:30					
Blue Train (first child)	\$98	\$196	\$294	\$393	\$490
Blue Train (ea sibling)	\$79	\$156	\$235	\$314	\$393
Green line pick up by 6:00					
Green Train (first child)	\$111	\$223	\$334	\$447	\$558
Green Train (ea sibling)	\$89	\$179	\$268	\$357	\$447
Express Line pick up by 3:30					
Express (first child)	\$48.00	\$96.00	\$144.00	\$192.00	\$240.00
Express (ea sibling)	\$40.00	\$80.00	\$120.00	\$160.00	\$200.00

All tuition payments, train changes or late fees should be directed to the Administrative Coordinator of Finance and Human Resources, Karen Gennari via email kgennari@melroseschools.com.

REFUNDS/CREDITS:

As tuition payment secures a placement for students and obligates staff/materials, **no refunds or credit for unused days can be given.** Refunds of normal tuition payments will not be given for school closures, absent days or other missed days. Parents are responsible for payment of all registered periods, whether or not the child actually attends.

WITHDRAWAL:

Parents are required to give a two week written notice of their intent to withdraw a student from programming. Refunds cannot be issued for unused days.

DAILY SCHEDULE:

Everyday students are served a snack, and have opportunities for outdoor play (weather permitting). The content of stations changes daily to keep activities interesting and engaging. Typical afternoon stations include:

Move and Groove: This gym games station gives students fun ways to exercise and release energy
Homework Headquarters: Older student's complete homework, younger children do literacy activities.

Daily Sampler: This station rotates through a variety of activities including STEM, art, music, team-building, social-emotional learning, drama/improv, and creative problem solving challenges.

If your child will not be attending on a regularly-scheduled day, please call or email to advise us at the site your child attends. All correspondence regarding attendance should be directed to the Site coordinator via email or phone call.

****Please DO NOT send note/correspondence//payments/absence info via backpack or through school-day teacher or secretary.**** Direct communications regarding your child's attendance helps EdS keep information current, and your child safely tracked each day.

Students are released directly from the school day into the care of EdS' staff. Attendance will be taken three times daily: upon check-in at 2:10 (school dismissal), at approximately 3:30 pm, and at the beginning of extended day 4:30 pm. Several headcounts are done throughout the afternoon.

Stations conclude at 4:25, and all students on the blue train must be picked up no later than 4:30. Extended day programming runs until 6:00, by which time all students on the green line must be signed out by parents/guardians. Students may be checked in and out from the EdS program once in a day. Parents may not pick children up from EdS and then return them again in the same day. This practice is to ensure the safety of all students.

If parents / guardians are running late or their plans suddenly change, a blue line pick up time may be extended by requesting a train change for the day of \$16. For example, a student on the Blue Line may extend to the Green Line and stay until 6:00 for \$16. If students on the blue line are present beyond the 4:30 designated attendance period, a late fee of \$2 per minute will be assessed to the maximum of a \$16 charge per train line extension. **If students on the Green Line are present beyond the 6:00 designated attendance period, a late fee of \$2 per minute will be assessed and charged until the student has been picked up.**

A late fee of \$2 per minute applies to all train lines and program schedules. This fee is charged respective to each train line pick up deadline: express= 3:30, blue = 4:30pm and green = 6pm. These late fees are program policy, and site staff must log in times of pick up when pick-up occurs without exception. Please account for traffic and driving conditions, as late fees apply despite weather.

Upon the third late pick-up within in a 30 day period, the parent will receive a written notice to make alternative after school plans for the following month, and the student may not attend for the next 30 day period. If a parent is late to pick up a total of 10 times in the academic year, they will be unable to use EdS for the rest of the school year. Thanks for understanding that EdS is obligated to pay custodians overtime by the hour, and even one minute of being late affects the budget and payroll.

SCHOOL CLOSURES FOR AFTER SCHOOL PROGRAM:

EdS' after school programming begins at school dismissal and concludes at 6:00 p.m. The normal after school program will be **CLOSED** on days school is not in session. *Parents may register their child for full day programming at a separate tuition fee on many of these days (see below).*

The after school program will be closed on the following days of the 2019-20 school year.

August 26 & 27 - Staff professional development days
August 30 & September 2 - Observance of Labor Day - No School
October 14 - Columbus Day - No School
November 5 - Professional Development Day - No School
November 11 Veterans' Day - No School
November 27 - Noon Dismissal - No EdS
November 28 & 29 - Thanksgiving Day - No School
December 20 - Noon Dismissal - No EdS
December 23 - December 27 - Winter Vacation (No Programming will be offered)
December 30, 31 & January 1 - New Years - No School
January 20- Martin Luther King Day - No School
February 14 - Noon Dismissal - No EdS
February 17-21 - February Vacation
April 10 - Good Friday - No EdS
April 20 – 24 - April Vacation
May 25 - Memorial Day - No School
June 12 - Last Day of School - Schools will close at 12:00 (180 days) - No EdS
June 19 - Last Day of School - Schools will close at 12:00 (185 days) - No EdS

EARLY RELEASE DAYS:

The Melrose Public School District has eight early release (ER) days, when students are released from school at 12:10 PM. For the 2019-2020 academic year these dates are:

Wednesdays 10/2, 11/13, 12/11, 1/8, 2/5, 3/4, 4/1, 5/6/20

Students regularly scheduled to attend weekly on Wednesdays will come directly to the after school program at 12:20 PM, and no additional fees will be charged. Students who are NOT regularly scheduled to attend the after school program on Wednesdays respective to each month may be registered to come on Early Release days for an additional fee of \$162 for all 8 Early Release Days. *This option must be selected at the time of online registration.* On ER days, there will be an afternoon movie and snack (apple/popcorn) to entertain students until the regular dismissal time of 2:20 PM. At that time, regular after school programming will resume.

CHILDREN'S GROUPINGS:

Students are divided into age-appropriate groups each day during rotating stations. A maximum staff-to-student ratio of 1:12 is observed. While groupings vary each day based on enrollment schedules, students will be with peers. Younger and older students participate separately in many

activities, especially those involving physical activity. Enrichment programming is provided at developmentally appropriate levels, with differentiated activities according to children's ages/interests.

SNACKS:

One healthy snack and drink will be provided at the conclusion of the school day. The cost of snacks is included in tuition and not refundable if a student chooses not to eat the provided snack. If parents wish, they may send students with their own alternate or additional snack. As families eat dinner at different times in the evening, **a second snack will not be provided.** Many children staying on the green line do get hungry again about 4:30 or 5pm. Parents may elect to send a second snack for late afternoon/early evening if they see fit. Parents must be sure to note on the medical/health forms any food allergies or food restrictions that a student may have so appropriate arrangements can be made. **PLEASE BE SURE ALL FOOD SENT TO EdS PROGRAMS IS NUT FREE.** Thanks for helping keep all students safe by limiting exposure to serious allergens!

RESPONSIBILITIES:

EdS is designed to provide students with meaningful activities in a fun environment. Everyone has a part in helping the program run effectively and consistently.

Site Coordinator and Assistant Site Coordinator Responsibilities:

- Continually monitor program and implementation
- Ensure all staff on site are adhering to program standards and protocols
- Maintain current records and communications
- Support staff by providing observation, feedback, training and consultation
- Address and resolve student, parent and staff concerns
- Carry out all program policies and procedures (i.e. check-in/out, late fees)
- Other duties as assigned

Group Leader Responsibilities:

- Supervise and support students in a caring and professional manner
- Maintain updated absence, attendance and group lists
- Track student schedules and pick-up times
- Oversee daily activities and group rotations
- Respond to student concerns and direct appropriate concerns to the Site Coordinator
- Show respect with students, parents and other team members
- Provide safe, positive and consistent interactions with students
- Manage behavior proactively
- Be an active participant in the play and learning of students
- Other duties as assigned

Parent responsibilities:

- Read the entire handbook and clarify any questions
- Pay tuition, drop-ins and all fees on time
- Pick-up students on time
- Adhere to all program policies and procedures
- Review the program rules and behavioral expectations with child
- Bring forward any questions or concerns
- Work with staff to resolve any issues

Keep all information current (i.e. student health, contact numbers, days scheduled for attendance)

Student responsibilities:

- Be safe, kind, respectful and responsible towards myself and others
- Follow staff directions. Always stay with my group and ask before leaving
- Have fun and try new things
- Tell a staff member if I feel hurt or unsafe in any way
- Tell a staff member if I see other kids acting in an unkind or unsafe way
- Answer questions so I can help the program get better and better

STAFF STANDARDS AND CONDUCT

EdS’ staff is composed of MA certified teachers, instructors, highly qualified paraprofessionals and college students. High school sophomores, juniors and seniors are “mentors”, serving as credible role models. The after school staff is familiar to students, as many are teachers and paraprofessionals who typically work in the building during the school day. All staff is cleared by CORI and fingerprinting background checks.

Staff is formally observed, and each receives feedback. Staff receives trainings and updated printed information to enhance job performance and ensure they remain current with curriculum, policy and procedure. All staff signs a conduct statement outlining policies and expectations. If staff fails to meet program standards or does not follow policy and procedure, they may be terminated.

Volunteers and interns may be used to support existing staff, add program variety, and support students by further reducing student-to-staff ratios. The people selected for these positions are seeking experience in an applied enrichment setting. A thorough selection process and a CORI background check are used to screen candidates. Volunteers and interns are formally observed, given supervision and feedback, and included in ongoing trainings.

Staff members are each expected to:

- ❖ Model positive communication and behaviors
- ❖ Respect and listen to students while setting appropriate limits
- ❖ Understand personal situations that influence each student
- ❖ Maintain confidentiality of students and their families

All staff is prohibited from using negative or controlling forms of discipline including but not limited to:

- Physical punishment, spanking, or other corporal means
- Humiliation, intimidation, disparaging remarks/names or other forms of verbal abuse
- Explicit or inappropriate language, behavior, contact or exposure
- Neglect in any form
- Depriving students of bodily necessities (needed access to food, drinks, and bathrooms)
- Disciplining a student for soiling or wetting themselves
- Using deceit or abusing their position of authority in any way

STUDENT CODE OF CONDUCT:

Melrose EdS provides a positive and social learning environment, where students can be safe both emotionally and physically. The discipline policy is designed to help students grow and develop their social, behavioral and emotional competence. The following supports are in place to encourage positive behaviors.

- Students are taught the rules and consequences of both expected and inappropriate behaviors
- Rules and behavioral expectations are reviewed frequently (see below)
- Students are recognized for following the rules and demonstrating positive behaviors/social skills
- Students are taught to think about thinking, practice self-awareness and reflect upon choices made
- Students are encouraged to recognize others when good social/problem-solving skills are shown
- While support is always available, students are encouraged to work out issues independently
- Students are given opportunities to cooperate and be helpful. They are often reinforced as a whole

In order to protect the rights and dignity of all students, inappropriate behaviors will be addressed in a proactive and consistent manner. The following protocol is written for students, and serves as the EdS' discipline procedure. Parents are asked to review the rules with their child before attending.

As a member of the Education Stations community, I promise to follow the rules:

- Be safe:** stay with the group, be in control of my body, look out for others, tell an adult if I need help
- Be kind:** treat myself and others well, say and do nice things, help others and build each other up
- Be respectful:** follow directions, remember personal rights, and be positive in my attitude and words
- Be responsible:** do my personal best, make smart choices, do my part and be a good group member

After school is a place for learning, fun and friends. I can help solve problems if they come up. I will tell a team member if I see someone acting in an unkind or unsafe way. I know that all kids and staff are expected to follow the same rules. These rules are to help everyone have a fun and safe time. I agree to follow the rules. If I make a mistake, I know every day is a fresh start. Staff knows kids can learn and make new choices each day.

Education Stations has aligned Positive Behavior Interventions and Support (PBIS) practices with those found in each elementary during the school day. After school staff uses consistent character values, expectations, language, reinforcement and redirection styles to provide children with further opportunities to practice positive skills and constructive behavior. Periodically the after school program will run social experiments to further incentivize prosocial performance from both staff and children alike. These fun and social contests target specific behaviors and social-emotional skills, which are tracked and reinforced to promote proficiency.

Education Stations' Behavior Protocol

Type of rule breaking behavior	Staff's Job	Student's Job
Level 1 – Slight Misbehavior (early signs of problems)	Remind student of rules, tell what behavior needs to start, name expected actions, and encourage child to show them	I will listen to directions and pay more attention to doing the right thing. I will ask for help or a break if I need it. I will refocus.

Level 2 – Minor Infractions (or repeated level 1)	Talk with student privately to understand the problem and help name better choices. Help student come up with a better plan / means of managing the situation. Help child enact plan	I'll be honest and explain my thinking and actions. I'll be open to trying a new approach to solving problems. I'll remember that I can do what is expected and have fun with others.
Level 3 – Significant Infractions (or repeated level 2)	Remove student from activity and give a reset sheet, process situation with student once calm and sheet is finished, help student rejoin group w/ success	I will calm down and fill out the refocus sheet when ready. I'll take responsibility for my behavior and make positive choices in the group.
Extremely Serious or Safe Schools Violation	Notify Site Coordinator, parents / authorities. Remove child and process if possible, supervise until guardian comes to take the child. Document incident.	I accept that I can't participate the rest of the day. I'll talk with my adults and do my best to fix the problem. I'll learn from mistakes and make new choices

At Education Stations, we value all types of diversity and honor students' unique needs. Parents will be contacted if their student is demonstrating behavioral difficulties. Staff teams work earnestly and with parents to facilitate continued participation in the program. In rare cases, students could potentially be removed from the program permanently for ongoing failure to follow the behavior policy or if their attendance causes others undue hardship. Students may be immediately and permanently terminated for serious offenses including, but not limited to:

- Bringing drugs, alcohol or dangerous objects/weapons
- Abuse or theft of property
- Intentionally physically harming other students or staff
- Endangering his or her own safety or the safety of others in the program
- Insubordination: refusing to follow adult directions
- Inappropriate language, conduct or materials distribution
- Harassment, verbal abuse, intimidation or bullying
- Leaving the group or grounds without permission, intentionally going missing

PREVENTING AND ADDRESSING ABUSE AND NEGLECT

EdS policies intended to prevent and address abuse and neglect include:

- Employees are never to be behind closed doors while alone with a student.
- All activities and staff interactions with children should be observable and able to be interrupted by another staff member "popping in" at any point in programming.
- If an exception either of the two preceding policies is necessary or should occur, the incident must be immediately documented by the employee(s) involved by filling out a "Policy Breach" form.
- Written communication must be observable and should never be exclusive between and adult and a child.
- Staff must not make nor accept any electronic correspondence or contact with students (i.e. Facebook, Twitter, Myspace, Snapchat etc.)
- Taking photographs or publicly posting pictures of students is prohibited and will lead to immediate termination.

- Staff structure promotes an open and proactive atmosphere through assigning clear supervisory roles and responsibilities. Group leaders and mentors are teamed to jointly supervise the same group of students
- Generous staffing encourages supervision of both students and other staff. EdS adheres to a low student to staff ratio, which is never to exceed 12 students to each staff member.
- Supervisory staff circulates among groups and spontaneously check groups across campus.
- “Line leaders” and “sweepers” are assigned when moving groups. A staff member is to be posted at the front and at the back of the line with students in the middle. When moving groups of students a line is to be formed, with adults leading and ending the procession.
- If a staff member suspects a student has been, or is being abused or neglected by anyone (other minor or adult) they are to report immediately to the program director.
- The program director will report to DCF any suspected cases of abuse or neglect.
- All licensed educators are required to file directly with DCF.
- **Anyone** who suspects childhood abuse or neglect may directly file a report with DCF.

In the event that a parent or authorized adult appears to be under the influence of drugs or alcohol at the time of pick-up, the Site Coordinator will be obligated to call the local police department to ensure the safety of the child. Children will not be allowed to leave with a parent if the Site Coordinator has any concern regarding the parents/authorized adult’s ability to safely transport or care for the child. If a parent/authorized adult is suspected to be under the influence of drugs or alcohol, the Site Coordinator will call the next available parent or emergency contact.

PREVENTING AND ADDRESSING BULLYING AND ANTISOCIAL BEHAVIOR

Cultivating an inclusive culture of kindness is the program’s best line of defense against unkind, bullying and antisocial behaviors.

Procedural measures to prevent and address bullying and antisocial behaviors include:

- EdS employees must be rigorously supportive of the mission to create an atmosphere of camaraderie and emotional safety. **Staff must be proactive and responsive** to intervene if unkind, bullying or antisocial behavior is observed or reported. The response of adults and mentors to children’s unkind or inconsiderate behaviors is critical. By responding swiftly and consistently, staff shows all students that the rules will be followed, and everyone may feel safe. Every staff member is responsible to demonstrate to students the respectful types of behaviors that are expected, and follow up faithfully when unkind, bullying or antisocial behavior is demonstrated. Employees are absolutely expected to act on student reports or complaints to ensure the after school environment is friendly and comfortable for everyone.
- Clear rules and consequences are set, and followed. See the discipline section of this handbook. Students are directly taught the rules/consequences at EdS, and they are reviewed regularly. If students/staff act in an unsafe, unkind, disrespectful or irresponsible manner or violate the dignity and rights of other children/staff they will be immediately removed and the incident documented and processed with the student(s), their parent(s) as appropriate.
- Activities that develop group identification and belonging are practiced regularly, like gathering times and open circle exercises. Team-building and cooperative games help reinforce the inclusive culture of kindness at EdS. Staff and students are encouraged to behave as a team to which everyone belongs and contributes.

MEDICAL CONSIDERATIONS:

Parents are responsible to alert the Administrative Coordinator in writing of any specific medical needs. If students have any special medical or dietary needs, please be sure appropriate information has been provided on registration forms. Parents should provide additional clothing or any other particular needs their child may have to the Site Coordinator. It is the Parents responsibility to keep the Program Coordinator updated on needs or any changes. Please consider allowing the Program Coordinator to communicate with your school day staff regarding best ways to support your child.

If a student may require medication or treatment while attending the after school program, parents must submit a treatment/medication form. All medications must be in original packaging/container and display the child's prescription and doctors' orders. Nurses may administer medications with written parent permission and/or doctors' orders.

An after-school nurse will be available on a limited basis to assist Site Coordinators throughout district and to ensure compliance of medical procedures and laws. The EdS nurse is available to provide assistance in the event there is a medical need. The nurse may not be contacted by parents seeking medical advice. All communication between the Educations Stations nurse and parents must be shared with the Site Coordinator.

Special Needs Considerations:

If your child demonstrates any emotional/behavioral difficulties, please give permission for the Program Coordinator to communicate with school day staff regarding best ways to support your child.

SICKNESS:

Students who have gone home sick during the school day will not be allowed back the same day for the after school enrichment program. Parents will be notified if their student is demonstrating mild discomfort (headache, lethargy). Students feeling slightly unwell will be provided quiet rest time if parents and staff agree remaining on-site is appropriate. To support the safety and health of all students, parents will be contacted and asked to provide transportation home as soon as possible if their student has a temperature, a contagious disease or is vomiting. Parents are asked to notify the building nurse if their student has been diagnosed a communicable disease (i.e. chicken pox) to allow staff to alert other parents to be aware of any signs of illness.

ALLERGIES:

Due to the growing number and severity of NUT allergies, *parents are asked to be sure all food their student brings from home is NUT-free.* All snacks provided by EdS will be NUT free. Certainly, students have allergies to a host of other foods and substances. ***If students have allergic conditions, clear and current information is essential. Be sure appropriate documentation has been noted on registration forms.*** Treatment/medication forms must be filed and necessary medication provided. Staff will be informed regarding student allergies and take appropriate precautions. Parents may contact the Site Coordinator or the EdS nurse at any time to ensure student needs are being met.

EMERGENCIES:

Emergency situations will be assessed and acted upon with the best interest of the student in mind. While supervisory staff is First Aid and CPR trained, in the event of a serious injury an ambulance will be called and the student transported to the nearest medical facility for treatment. The parents or guardians will immediately be notified, and a senior staff member will accompany the child to the hospital if parents/guardians are not available. Responsibility for any charges resulting from medical attention belongs to parents/guardians.

PROGRAM MONITORING:

Administrative supervisors will be at each elementary school weekly to observe staff and program implementation. The building principal will be available to support the program at her/his own site. Each building has a designated Site Coordinator and an appropriate number of staff present.

Students, parents, teachers and staff will be asked to report their perceptions and opinions of the program via questionnaires or other measures periodically. This information will assist in program development and may help secure grant funding.

SCHOOL-BASED POLICIES:

If students will be attending another activity after school in the building, they must first be checked in with Eds. After the other activity (tutoring, brownies etc.) concludes, supervising adults are to return students back into the care of the Site Coordinator. Students who have detention must serve the assigned detention prior to rejoining their after school program. Those students who have been suspended from school are ineligible to attend the after school program until the suspension period has been served. **Contact EdS directly with any changes to a student's schedule.**

In the event that a child does not come to EdS on a regularly scheduled day and the child is not listed on the absent list, the Site Coordinator will review all emails, notes, and voice messages, then call the parent or guardian to confirm the absence.

In order to respect building teachers' classrooms and property, students are not allowed back in their classrooms after school ends. ***After school staff does not have authority to grant parents/public access to the building.*** Per the Superintendent, building access during after school hours is limited to those participating in the after school program. If in an emergency the bathroom is needed, those requesting entrance are required to sign in and out of the "building access log." Parents are asked to remain in the designated pick up/drop off areas. Parents/students are not allowed to access the rest of the building, except by authorization of the building principal.

TERMINATION:

Enrollment of a student may be terminated at any time if, in the judgment of the **Program Coordinator** and/or the building Principal, further participation in the program is not in the best interest of the student, or others in the program. While the program staff will work with families and students to navigate difficult situations within reason, **the general safety and well-being of all students must be the prevailing consideration.**

Students may be terminated or suspended for the following reasons including, but not limited to:

- Repeated failure by parents to pay tuition/fees on time or unpaid balances.
- Student's behavior/discipline issues are affecting the welfare/ safety of themselves or others.
- Parent/guardian's maltreatment of staff.
- Continued late pick-ups.
- Lack of program policy support or follow through by parents/guardians (i.e. sickness).
- Inappropriateness of program to meet the needs of the student.

PERSONAL PROPERTY AND DRESS:

Students are responsible for all of their personal property. Parents are encouraged to label student belongings. Staff help students get organized, but will not be responsible for lost/damaged property. Unclaimed items will be deposited in the school's general lost and found. ***Students should not bring items of personal value such as toys, money, or electronics.*** In cold weather, students without adequately warm clothing may not be permitted to go outside.

HOMEWORK EXPECTATIONS:

In order to encourage students completing their homework / assigned reading time, EdS provides a quiet area, time, and access to help. While EdS staff supports students with homework, the general program is not a tutoring service. A certified teacher is in the room to support each group, but if a child requires consistent 1:1 academic support, parents may consider a tutoring service. EdS does not guarantee homework to be completed correctly, nor completely. The responsibility for homework remains with each child.

This concludes the 2018-2019 Handbook for Education Stations after school program. Participation in the program requires adherence to all the policies and procedures outlined above.

Please contact our administrative offices with any questions.

Thanks for being an important partner in the program!