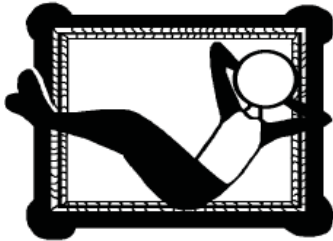


**PRIME TIME AFTER SCHOOL PROGRAM
PARENT HANDBOOK**

TOWN OF AMHERST



LSSE

**Leisure Services and
Supplemental Education**

LSSE Office

413-259-3065

70 Boltwood Walk, Amherst, MA 01002

www.lsse.org

lsse@amherstma.gov

Crocker Farm Elementary School

413-325-3155

(After School On-site Telephone Number)

280 West Street, Amherst, MA 01002

Wildwood Elementary School

413-404-8657

(After School On-site Telephone Number)

70 Strong Street, Amherst, MA 01002

**Town of Amherst
Leisure Services and Supplemental
Education Department
After School Program**

**PARENT HANDBOOK
2014-2015**

GENERAL INFORMATION

Program Description

The Town of Amherst, Amherst Leisure Services and Supplemental Education Department (LSSE) operates at Crocker Farm Elementary School. The program is divided into two sections— a section for children in grades K-3 and a section for children in grades 4-6. The grades K-3 section offers more structure and programming designed for children of this age group. The grades 4-6 section is less structured, allows for more choices, and offers activities geared for older elementary school children. LSSE's After School Program is licensed by the Massachusetts Dept. of Early Education and Care (EEC) and adheres to all its policies and procedures.

LSSE does not discriminate in providing services to children on the basis of ethnicity, political or religious beliefs, color of skin, sexual preference, or physical or mental disabilities.

LSSE's after school program at Wildwood Elementary School operates out of the Wildwood Cafeteria. Our program at Crocker Farm Elementary School operates out of the Crocker Farm Cafeteria with additional access to outdoor playground and sports facilities, gymnasium, computer lab, art room and library. Both programs are open every day school is in session and parallel the school calendar. The operating hours are 3:15 – 5:30 pm on Monday, Tuesday, Wednesday, Thursday and Friday. If school is closed early for any reason, the program will **not** be held. On very rare occasions the program may be canceled because of inclement weather, or dangerous road conditions.

Program Statement of Purpose and Philosophy

LSSE's After School Program provides a supportive, safe, carefully supervised environment where children can take part in a number of recreational and developmental activities. The 4th - 6th grade section provides a less structured program where children are free to make activity choices to meet their individual needs while the Prime Time section provides a more structured program with regularly scheduled activities for the children. LSSE's After School Program is committed to the personal development of each child, encouraging skills in communication, cooperation, multi-cultural understanding, and self-expression.

Program Fees

The current fee (2014-2015) is \$52.00 per session per child. A session is one day a week per month. Full time registration (5 days a week) is \$251.00 a month. The total cost of the after school program is divided by 10 monthly payments (September-June). Monthly payments are due by the 1st day of the month of service.

Fee Policies, Withdrawals, Day Changes and Refunds

1. Please be reminded that registrations are for the full school year.
2. If you need to withdraw from the program, or change days of care, you must do so in writing prior to the month for which the changes takes effect. (i.e. we must receive your written withdrawal for October in September.)
3. Monthly fees are not prorated.
4. Withdrawals and day changes will take effect on a monthly basis and are subject to a \$10 surcharge per transaction per child. Though we will bill you monthly as a reminder, be aware that your monthly fee is due by the first day of the month of service.

Help for Low Income Families

Amherst Leisure Services and Supplemental Education Department offers fee reductions of up to 60% to qualified Amherst residents. If you believe that you are eligible for fee assistance, we encourage you to apply prior to enrolling. For application information, please call us at 259-3065. Child care vouchers are also accepted. Contact at FCAC @ 413-772-2177 or 877-366-9096. You can also contact them at www.fcac.net

Program Curriculum

4th - 6th grade section participants are free to choose activities they will participate in on a daily basis. K - 3rd grade participants take part in scheduled activities.

Programs for both sections include: outdoor activities including conventional sports, such as basketball, football, soccer, wiffleball, etc.; and less competitive games such as tag, capture the flag, frisbee, jump rope and activities on the school playground structures. Children can also create and play their own games.

Indoors children can participate in activities such as computers, board games, arts and crafts, story telling, a library visit, quiet time, or working on homework. There is also access to an exercise room and gymnasium in cold or wet weather.

Other activities may include theater projects, movie days, field trips and multi-cultural activities. The program serves a nutritious snack mid-way through each afternoon.

Program Staffing

The on-site staff includes a director, site coordinators, and counselors. In addition, volunteers /interns from local colleges sometimes join the staff to bring diversity and energy into the program. All of the staff and volunteers comply with the EEC regulations, including possessing appropriate credentials and training. All staff and volunteers also undergo a thorough background check, including criminal offender and sexual offender state background checks. The staff meets on a regular basis to plan and evaluate activities and curriculum which create a full, diverse, and exciting program. Parent input, suggestions, comments, and talents are always welcome, and will enrich the program. All staff members are available to parents for discussion on a daily basis. This will help you, the parent or guardian, to know the staff, and the staff will be better able to support and know your child.

Snacks

Snack is served daily in both programs at no extra charge. If you would like to send a snack with your child, please feel free to do so. It is imperative that we are informed of any allergies your child/ren may have.

Clothing and Belongings:

Children should wear clothing appropriate to the day's weather and come to the after school program dressed to play. Sneakers are recommended! It is strongly advised that your child's clothing and belongings be labeled with his or her full name. We do go outside almost every day including winter time, so appropriate clothes are a must. A "lost and found" will be established, LSSE assumes no responsibility for lost articles.

Pick-Up Policy

Parents are required to pick up their children by 5:30 each day. Parents are required to call the program if they expect to be late, or call an emergency contact person to have them pick up the child. If the person picking up the child is not listed as an emergency contact person with the program, the parent must inform the program.

There is a \$10 late fee for the first five minutes you are late to pick up your child. And an additional \$1.00 for every minute after the first ten. The parent or guardian will be billed this fee on their monthly statement. LSSE reserves the right to terminate a child from the program whose parents/guardians are habitually late picking up their child.

In the event that the child is not picked up, the Director or Site Coordinator will call the parent or guardian at home and at work. If there is no response the caregiver will stay with child and call emergency contact numbers. If no one is reached and no one has come to pick up the child after a period of 45 minutes, the Director or Site Coordinator will contact the Amherst Police Department.

Parent/Guardian Visits

Parents/Guardians are welcome and encouraged to visit the program at any time during operating hours.

Parent Complaints

If a parent/guardian has a complaint, or input regarding the program, it should be discussed with the Director. The Director has the responsibility to respond individually to the parent's/guardian's concern. If the parent/guardian is not satisfied with the Director's decision or response, they can contact the After School and Camp Coordinator at LSSE, 413-259-3191.

Child Absences

If your child is absent from school, there is no need to notify the program. However, if your child is present in school, but will NOT be attending the program, you must notify the program in writing (send a note with your child and have them put it in the Primetime box in the school office), or by phone 413-259-3191.

HEALTH AND SAFETY INFORMATION

Health Policy

The LSSE After School Program has a detailed health policy available to parents on request. The Director and staff are responsible for maintaining a safe and healthy environment.

Emergency Health Procedures – Serious Injury

In the event of an emergency, the following steps will be taken:

1. The staff member who reached the injured child will stay with the child. The child will not be moved unless the child is in further danger of being injured. A First Aid trained staff member will administer first aid if needed.
2. The First Aid trained staff member will determine if medical assistance is required and assign another staff member to call for an ambulance if needed.
3. Transportation will depend on the requirement: ambulance, parent, parent designated alternate.
4. The child's information form accompanies the child if medical treatment is needed.
5. An accident report is immediately completed and given to the parent within twenty-four hours. A copy is filed in the child's records. EEC will be notified in the event of serious injury or death, and written notice will be sent to the EEC within forty-eight hours, pursuant to regulation 11.09(13).

Minor Injuries

A First Aid Certified staff member will treat minor injuries on site. The injury is entered in the central log, and accident reports are completed and given to parents within twenty-four hours, and a copy is placed in the child's file.

Contagious Illness

Parents/Guardians are responsible for informing the program of any contagious condition experienced by your child. If the staff determine that a child may have a contagious condition, the child will be excluded from the program until evidence of treatment to correct the condition, and/or note from a physician is received.

Emergency Information

It is very important that the program has accurate information during emergency situations. Please fill out the information form completely and accurately. Also, please inform the Director or Site Coordinators of changes to home or work phone numbers, and emergency contact person's information.

Emergency Procedures if the Parent Cannot be Contacted

If medical treatment is warranted and needed immediately, an ambulance will be called. If there is a question on immediacy of treatment the health consultant will be called and recommendations followed. Alternate emergency contact will be notified by phone if needed.

Medication Administration Procedures

All medication (prescription and non-prescription) shall be given to the Director or Site Coordinator with a written parental authorization which indicates that the medication is for their child. No prescription medication will be administered without a written order from a physician, which may include the label on the medication which must indicate that the medicine is for the child and

specify the dosage, number of times per day, and number of days the medication is to be administered. The medication will be administered by the Director or Site Coordinator, all of whom are First Aid certified, as directed on the original container unless so authorized by a written order of the child's physician. However, If your child uses an inhaler for asthma, she/he may, with written parental consent and authorization of the physician, carry their own inhaler and use it as needed without the direct supervision of a staff member.

All medications are kept in their original container with the child's name, name of drug and directions for its administration and storage. A written record of the administration of any medication, prescription or non-prescription, is kept in the child's file. All medications are stored out of the reach of children in a secure and sanitary manner. Refrigeration of medications is available if required.

Abuse and Neglect Policy

All LSSE After School Program personnel are required by law to report suspected abuse and neglect, they are considered mandated reporters. Reports of suspected abuse will be made to EEC and/or the Department of Children and Families (DCF). Abuse is defined as: the non-accidental commission of any act upon a child which causes or creates substantial risk or serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth. Neglect is defined as: the failure, either deliberately or through negligence or inability, to adequately care for, protect, or supervise children.

REFERRAL INFORMATION

Referral Services

LSSE's After School Program has the ability to refer parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-ups, vision or hearing screening for your child should the staff feel that an assessment for such additional services would benefit the child.

If a staff member feels an assessment for such additional services would benefit the child he/she should first inform the Director. The Director will inform the parent and make the appropriate referral recommendations to the parent.

Staff will observe and record information related to a child's behavior that may necessitate referral. This information will be kept in the child's file and shared with the Director and the parent.

The Director will determine if a meeting with the parent regarding a child's behavior is necessary to notify them of the program's concern.

A current list of referral resources in the community for children in need of social, mental health, educational or medical services is available upon request.

BEHAVIOR MANAGEMENT INFORMATION

Behavior Management Policy

LSSE's After School Program follows a behavior management policy that gives positive guidance, allows for redirection of negative behavior and sets clear behavioral limits. Our behavior management policy is designed to assist the child in the development of self-control, self-respect and respect and consideration for the rights and property of others. We believe that an interesting and challenging program, along with sound and cooperative relationships with parents and children will help minimize discipline problems.

Minor offenses are those which result in 2 to 3 timeouts within the course of one activity period (kickball, art, etc.). A minor offense will result in an **Incident Report**, written by the observing staff member and placed on file in the office. Counselor will informally report incident to parents or guardians at time of pickup.

Major offenses are those which include but are not limited to the following behaviors: gross or repeated violations of safety rules, repeated intentional disruptions of an activity, being disrespectful to an adult (ignoring, talking back & rude comments), repeated use of vulgar language, intentional physical aggression, and intimidation and cruelty; either physical or mental. A major offense will result in the completion of a **Behavior Plan** by the child, as well as an **Incident Report** by the observing staff member.

After the child's **first major offense**, the child will write a behavior plan, describing the incident, how the child will make amends, and how they plan to change their behavior in the future. The plan, given to the parent or guardian, should be signed by them and returned the following day. The counselor and child will create a behavioral contract with consultation from the special needs coordinator.

Following the child's **second major offense**, the child will again write a behavior plan. The parent or guardian will be required to remove their child from the program at the time of the incident, and the child will not be permitted to return to the program until one full day following the day of the incident (incident occurs on Tuesday, child can return Thursday afternoon).

Should a **third major offense** occur, the program reserves the right to determine its capabilities of serving each child, and the responsibility to terminate enrollment for any child whose behavior may be determined as disruptive or harmful to the program. The Director will meet with the parents, and a determination of the child's status in the program will be made. The program reserves the right to terminate a child from the program for unacceptable and dangerous behavior as outlined above.

Other Possible Reasons for Termination

Non-payment of fees: Non-payment of fees will necessitate removal of your child from the program. Parent and emergency phone numbers will be used to locate parents for retrieval of their children. If we are unable to contact a parent or authorized person to pick up your child, either the Amherst Police or the Dept. of Social Services will be notified and will ensure your child's safety while they attempt to reach you.

Continuous late pick up of child: Parents will be informed of pending termination due to late pick-up of children.

The staff of LSSE's After School Program strives to ensure that your child(ren)'s afternoons are spent in a positive, safe and enriching environment. We hope that your experience with us will be a positive one. Thank you for allowing us to serve you and your child.