

# **2011-2012 FAMILY HANDBOOK**

**Cabot After School, Inc**  
**229 Cabot Street**  
**Newtonville, Massachusetts 02460**  
**617-964-2749 (Phone)**  
**617-969-2364 (Fax)**  
**617-777-0665 (Cell)**  
**[www.cabotafterschool.org](http://www.cabotafterschool.org) (website)**

Dear Families,

I would like to welcome you to the Cabot After School. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and all the staff at CASP invite you to join in a partnership with us to ensure a high quality school age program. The Family Handbook outlines many of our policies and procedures that relate to school-age care, as well as information the EEC require us to share with you upon enrollment. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational after school experience.

We encourage families to maintain open dialogue as communication between parents and Educators is the foundation for a solid working relationship. Please read through the information contained in the handbook as it will provide answers to many of your questions.

**PHILOSOPHY AND ORGANIZATION** The Cabot After School Program, Inc (referred to hereafter as “CASP” or “the Program” is an independent, nonprofit corporation formed by parents of children at the Cabot Elementary School in Newtonville, Massachusetts. Parents are welcome to visit the program unannounced at any time while their child is present; and input from and communication with parents is encouraged.

### **Our Mission**

Cabot After School, Inc. offers a safe nurturing environment for children in kindergarten through fifth grade. Our staff strives to provide a sense of community for children and their families and helps foster friendships in a relaxed, fun, and structured program. CASP compliments the public school experience by offering children plenty of physical exercise as well as creative outlets in the arts.

### **DISCLAIMER:**

**The Cabot After School, Inc. reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.**

## **WELCOME/ORGANIZATION:**

Cabot After School, Inc. (referred to hereafter as "CASP" or "the Program") is an independent, nonprofit corporation formed by parents of children at The Cabot Elementary School in Newtonville, Massachusetts in 1977. All parents of children in the Program are members of the Cabot After School, Inc. Corporation. Programming, administration, management and care of the children during the program hours are the responsibility of the paid professional staff. The Program is separate from the Newton Public School, but enjoys a working relationship with the school system and rents space in the Cabot Elementary School.

Parents are expected to attend the Annual Meeting which is held in May of each year. The business of the Corporation is managed by its Board of Directors which oversees and advises the Program Director and Assistant Director. The Program Director and Assistant Director are responsible for the day-to-day operations of the Program.

CASP does not discriminate in providing care on the basis of race, color, religion, cultural heritage, political beliefs, disability, national or ethnic origin, handicap, sexual orientation, toilet training, marital status, religion, and cultural heritage.

## **PROGRAM PHILOSOPHY:**

CASP has developed a program which provides a safe, caring environment in which there are structured activities designed to promote the individual child's physical, intellectual, and social well-being and growth. The Program comprises many activities from which a child may choose, including: arts and crafts, drama, games, sports, music, geography, science, homework, field trips, and extra curricular. CASP is generally open when school ends and closes at 6P.M. on Monday through Friday. When Cabot School closes for holiday or weather related reasons CASP is closed as well.

## **LICENSING INFORMATION**

The Program is licensed by The Commonwealth Of Massachusetts Department of Early Education & Care (EEC.) This agency inspects and renews the license every two years. The Metro Boston Office is located at 1250 Hancock Street Suite 120s Quincy 02160 617-472-2881. Parents may contact the office for information regarding the programs

compliance history. Lee Guertin is the Program Director, Zack Hardy is the Assistant Director and Alice Cunningham is the Office Manager. Full and part-time coordinators and educators staff the Program.

In accordance with the Department of Early Education and Care and the Department of Children & Families 606CMR 14.00 the Cabot After School, Inc performs a Background Record Check (BRC) and a DCF check on all perspective and current employees and regular volunteers. CASP will conduct random BRCs and DCFs throughout an employee's or regular volunteer's time at the Program; conducted no less than every two years when reapplying for our license.

### **INSURANCE COVERAGE**

The Program has insurance coverage with Philadelphia Insurance Company. For the purpose of insurance the Program is defined as wherever the child is present.

### **ENROLLMENT OPTIONS**

The CASP is available Monday through Friday from 12:30-3:00/or 6:00 P.M. after Cabot School's kindergarten dismissal. This program is designed to meet the needs of children who are experiencing school for the first time and to extend their day to coincide with the NPS schedule. Kindergarten students who remain at the Program from 3-6P.M. will join students in the first grade for a combined K/1 Program.

For older children (grades 2-5) and k/1's who remain with us after 3 P.M. the afternoon Program offers indoor and outdoor activities tailored to the student's individual interests. Children are allowed to choose from among several activity choices. This program runs on Monday, Wednesday, Thursday, and Friday afternoons from 3:00-6:00 P.M. On Tuesday, the students attend from 12:30-6 P.M. with "Clubs" offered from 1:30-2:50 P.M.

Students who live in the Cabot School district, but are enrolled in a private school or another public school in the city, will no longer be eligible to participate in CASP, if the program has a waitlist.

February and April Vacation Programs are offered on a first come first serve basis to children enrolled in the Program during the school year. Information on the vacation schedules are placed in CASP mailboxes a month prior and enrollment is limited to fifty children per day. During

the vacation weeks, the Program is opened from 8:15-5:45 P.M., Tuesday through Friday. CASP is closed during the December break, school holidays, summer recess, the day before Thanksgiving and the last half day of school in June. When and if the NPS announce a general school closing (such as snow days), the Program will be closed as well.

## **CASP CALENDAR**

The Cabot After School follows the Newton Public Schools Calendar. Except for the February and April vacation weeks, CASP is closed when the Newton Public Schools are closed. **These closed days include:**

- ❖ September 5-Labor Day
- ❖ September 29-Rosh Hashanah
- ❖ October 10- Columbus Day
- ❖ November 11- Veterans Day
- ❖ November 24-25- Thanksgiving recess
- ❖ December 24-January 2- December recess
- ❖ January 16- Martin Luther King Day
- ❖ February 20-Presidents Day
- ❖ April 16- Patriots Day
- ❖ April 6- Good Friday
- ❖ May 28- Memorial Day

The Cabot After School is also closed on the two half days that the Newton Public Schools are open:

- ❖ November 23-Thanksgiving Vacation
- ❖ The last day of school, currently scheduled for June 22, if 5 snow days are used.

## **ADDITIONAL TEACHING SUPPORT**

The parents are required to notify the program director in writing of any special needs or of any physical, emotional, or other condition which would in anyway affect full participation in the program. The program will make reasonable accommodations for the student as necessary.

During the enrollment process should the Program determine that a one-to-one aide or additional support is required, it will be the parent/guardian's responsibility to pay for the aide, or to coordinate payment from an outside source. Admission is contingent upon

agreement between the Program and parent/guardian regarding source of payment.

To support transitions and coordinate services offered by other providers CASP will request that families share information regarding therapeutic, educational and support services that are being received.

A representative from CASP is present for consult and information about the Program following the Cabot School's Kindergarten Orientation Meeting in February. For families who seek enrollment at other grade levels and other times of the year a member of the Program is always available to answer questions and offer families a chance to come in to visit the Program if it's during the months of operation.

**TUITION**

Tuition notices are e-mailed on the 15<sup>th</sup> of each month. Only one e-mail address can be used with our data base. Families who do not have an e-mail address will receive a hard copy of their statement in their CASP family mailfile. Tuition is due back by the first of the following month. A late fee of \$25.00 is applied to your statement when payment is received after the 5<sup>th</sup> of each month. Late payments can jeopardize your child's status in the Program for the following year.

**CABOT AFTER SCHOOL, INC.**

**TUITION CHARGES – 2011-2012**

**Rate: \$8.50 36 weeks**

<b>Hours</b>	<b>Annual</b>	<b>Monthly</b>	<b>Hours</b>	<b>Annual</b>	<b>Monthly</b>
<b>5.00</b>	<b>1,530.00</b>	<b>153.00</b>	<b>5.50</b>	<b>1683.00</b>	<b>168.30</b>
<b>6.00</b>	<b>1,836.00</b>	<b>183.60</b>	<b>6.50</b>	<b>1,989.00</b>	<b>198.90</b>
<b>7.00</b>	<b>2,142.00</b>	<b>214.20</b>	<b>7.50</b>	<b>2,295.00</b>	<b>229.50</b>

8.00	2,448.00	244.80	8.50	2,601.00	260.10
9.00	2,754.00	275.40	9.50	2,907.00	290.70
10.00	3,060.00	306.00	10.50	3,213.00	321.30
11.00	3,366.00	336.60	11.50	3,519.00	351.90
12.00	3,672.00	367.20	12.50	3,825.00	382.50
13.00	3,978.00	397.80	13.50	4,131.00	413.10
14.00	4,284.00	428.40	14.50	4,437.00	443.70
15.00	4,590.00	459.00	15.50	4,743.00	474.30
16.00	4,896.00	489.60	16.50	5,049.00	504.90
17.00	5,202.00	520.20	17.50	5,355.00	535.50
18.00	5,508.00	550.80	18.50	5,661.00	566.10
19.00	5,814.00	581.40	19.50	5,967.00	596.70
20.00	6,120.00	612.00	20.50	6,273.00	627.30
21.00	6,426.00	642.60	21.50	6,579.00	657.90
22.00	6,732.00	673.20	22.50	6,885.00	688.50
23.00	7,038.00	703.80	23.50	7,191.00	719.10
24.00	7,344.00	734.40	24.50	7,497.00	749.70
25.00	7,650.00	765.00	25.50	7,803.00	780.30
26.00	7,956.00	795.60	26.50	8,109.00	810.90
27.00	8,262.00	826.20	27.50	8,415.00	841.50

## **FINANCIAL ASSISTANCE**

CASP has set aside funds for a financial assistance to qualified families. Financial Aid Applications can be obtained on our website ([www.cabotafterschool.org](http://www.cabotafterschool.org)) or through the Program Director. All applications should be submitted separately during the application period (April/May.) In order to be considered during the Program's spring application process, eligible families are required to enter the Newton Child Care Fund (NCCF) scholarship lottery. NCCF applications are available on their website ([www.newtonchildcare.org](http://www.newtonchildcare.org)) in March/April or by contacting their office at 617-332-6723. If an applicant wins the lottery, the scholarship committee reserves the right to reduce the after school program's assistance. This reduction may be necessary in order to meet the Newton lottery guidelines.

## **MULTIPLE CHILDREN**

The program does not offer a reduced tuition rate for multiple children attending the program in the same contract year.

## **LOCATION**

Cabot After School, Inc. is located at the Cabot Elementary School, 229 Cabot Street, Newtonville, MA 02460. The program utilizes classrooms on all three floors of the building. The CASP office is located on the first floor in room 114.

## **COMMUNICATION**

CASP telephone number: 617-964-2749.

Fax number: 617-969-2364.

Cell phone: 617-777-0665, should only be used in an emergency situation or to communicate a change in pick-up after 3:30 P.M.

Director's E-mail: [lee\\_quertin@newton.k12.ma.us](mailto:lee_quertin@newton.k12.ma.us)

Assistant Director's E-mail: [zack\\_hardy@newton.k12.ma.us](mailto:zack_hardy@newton.k12.ma.us)

Office Manager's E-mail: [alicecasp@gmail.com](mailto:alicecasp@gmail.com)

Website: [www.cabotafterschool.org](http://www.cabotafterschool.org).

## **STAFF**

The staff is selected on the basis of professional ability and commitment after screening and interviews by the Program Director and Assistant Director. The CASP Coordinators, Assistant Director and Program Director are interviewed by members of the CASP Board of Directors. The current student to teacher ratio ranges from 8:1 in the kindergarten program and up to 13:1 in all other programs.

## **BOARD OF DIRECTORS**

The Board of Directors is elected each year at the Corporations Annual Meeting which is held no later than June 1 of each year. The Board is comprised of nine parent members of the Corporation. (see website)

Their term of office begins July 1 of the calendar year of the Annual Meeting in which the Board is elected through June 30 of the following calendar year. The Board oversees the operation of the Program along with the yearly program budget. The Board assists the Program Director with hiring, HR concerns, contracts, financial aid requests, fundraising and space planning. The Board sets and enforces policies relating to the program. The Executive Members of the Board meet every month. The Members at Large meet every other month unless they are asked to attend the Executive Session. Meetings are held in private homes between September and June and are open to the membership with advance notice of at least seven days.

## **CURRICULUM**

Curriculum is set after careful planning amongst the staff. Themes have been a focus during the 12:30-3 P.M. kindergarten schedule. All other curriculum is planned according to the interest of the staff and children in the various programs.

On Tuesday afternoons from 1:30-2:50 P.M., all the children are offered a variety of "Club" choices that encompass language arts, mathematics, history and social studies, comprehensive health, and the arts which are addressed through planned program activities. Children are involved in these "Clubs" for 2 to 4 week periods and have an opportunity to be with teachers and children from all three programs (K/1, 2/3 & 4/5.)

During the year, CASP has offered extracurricular classes with outside agencies. In past years students have enjoyed programs such as

Soccer, Martial Arts, Children's Technology Workshops, and Skiing. Some of the programs are held at Cabot while others are offsite. During the day children will have the opportunity for a minimum of 30 minutes of physical activity and the opportunity to read or be read to.

CASP is offering a beginning soccer program with Soccer Stars of Boston. This Program will be offered to students in K-1 grade on six consecutive Tuesday afternoons starting with a DEMO Class on September 13 from 3:45-4:45 P.M. for a cost of \$120. Financial assistance is available.

Giroux Brothers Martial Arts is offered throughout the year on Friday afternoons from 3:30-4:15 for a cost of \$110 per session. Three sessions are usually offered for grades K- 5. There is a \$52.50 uniform charge in addition to the cost of the Program.

Nashoba Valley Ski Program, Powers Road, Westford, MA takes place on six consecutive Tuesday afternoons beginning in January for students in 1<sup>st</sup>-5<sup>th</sup> grade. The cost of this program is \$175 for a lift ticket and lessons or \$145 for a lift ticket only. CASP requires lessons for students in 1<sup>st</sup>-4<sup>th</sup> grade. With parental permission 5<sup>th</sup> grade students can opt out of lessons if they are proficient skiers. Equipment rentals are \$95 and the cost of a helmet is \$50 although helmet rentals are available for \$10/day.

### **SCHEDULE REQUIREMENTS**

Participation in the Program is based on six hours for students in first through fifth grade and a minimum of five hours for kindergarten students. The five hours can be made up of two 12:30-3:00 P.M. time slots or one full day of 12:30-6:00 P.M.

### **RESOLVING PROBLEMS**

We encourage prompt and direct resolution of concerns. If there are problems with your child's behavior or treatment at CASP, please discuss your concerns directly with the staff involved at a mutually acceptable time. Coordinators are available at pick-up time to let you know how your child's day went. If you need more information than time allows at the end of the day, you should set up a conference with the Coordinator of your child's program. If concerns cannot be resolved, the Program Director should be contacted. If these efforts do not resolve the problem, a member of the CASP Board should be

contacted. The designated member will help arrange a meeting with the individuals involved.

### **POLICY MAKING**

All parents become members of the corporation as long as they have a child in the program. Parent input is important and all parents should understand CASP policies. Please refer to the CASP website for additional information. Should any policies change, parents will be notified at least 7 days prior to when it goes into effect.

### **DONATIONS**

CASP welcomes recyclable materials, paint smocks and materials that can be stored in limited space. The program is a nonprofit corporation and gifts are tax deductible.

### **RELATIONSHIP WITH CABOT SCHOOL**

The Program is self-sustaining and functions independently from the Cabot Elementary School. However, the principal, classroom teachers, and specialists are highly supportive of our program. Communication between the Cabot faculty and the after school program is crucial in the development of your child's well being. All families using the Program must consent to allowing the CASP staff to discuss children with Cabot classroom teachers and support staff. CASP staff is frequently asked to attend IEP and Team Meetings when appropriate.

### **CONFIDENTIALITY CONCERNS**

All information of a confidential nature concerning a child enrolled in the Program will be treated as such. It is understood, that the staff may communicate with school department employees, including teachers, to discuss matters concerning children enrolled in CASP. Parents are encouraged to invite a CASP staff member to IEP meetings if they feel it would be beneficial for their child to have staff from both groups present.

### **UPDATING YOUR INFORMATION**

CASP should be notified in writing of any new and significant physical conditions, personal problems, or changes in contact information contained in the enrollment application as the year progresses.

## **REFERRALS**

CASP has a plan for referring families to appropriate social, educational, mental health, and medical services, including dental and vision and hearing. For more information ask the Program Director.

### Referral Services

#### COUNSELING

- City Of Newton, Department of Human Services 617-559-7170
- Family Counseling Associates 617-965-6200
- Interface Counseling Service Inc 617-332-3856
- Jewish Family and Children's Services 617-965-6890
- McLean Hospital 617-855-2300
- Massachusetts Dept. of Mental Health 617-641-1980
- Massachusetts Dept. of Social Services 617-894-8770
- Newton Guidance Clinic 617-969-4925
- Newton Wellesley Hospital 617-243-6000
- N-W Hosp., Outpatient Mental Health Services 617-243-6179
- Project Interface

#### WOMEN, CHILDREN, AND FAMILIES

- Child Care Resource Ctr. 617-547-9861
- MA Society for Prevention of Cruelty to Children 617-227-2280
- Department of Early Childhood Ed. 617-472-2881
- Planned Parenthood 617-738-1370
- Preterm Health Services 617-738-6210
- Support Committee for Battered Women 1-800-899-4000
- Warmlines Parent Resources & Childcare Conn. 617-244-4636
- Newton Child Care Commission 617-332-6723

#### SUBSTANCE ABUSE

- Al-Anon 617-843-5300
- Alcoholism Information & Counseling Service 617-235-0034
- Narcotics Anonymous 617-884-7709
- N-W Hospital Alcohol & Drug Program 617-243-4636

#### FINANCIAL ASSISTANCE

- MA Dept. of Public Welfare 617-893-0146

#### HOUSING

- Dept. of Housing Services 617-964-8081

#### LEGAL ASSISTANCE

- Boston College Legal Assistance Bureau 617-893-4793
- Harvard Legal Bureau 617-495-4408

#### OTHER RESOURCES

- Aids Action Hot Line 1-800-235-2331
- Big Brothers Association 617-492-8212
- Big Sister Association of Greater Boston 617-236-8060
- Boy Scouts of America, Norembega Council 617-332-2220
- Camp Fire, Eastern Mass. Council 617-523-6006
- Dental Care 1-800-336-8478
- Girl Scouts, Patriots Trail Council 617-893-6113

### **ARRIVAL POLICY**

CASP opens on the first day of school in accordance with the NPS calendar. On school days, children in grades 1-5 have an unsupervised walk from their classrooms and will meet CASP staff in a designated area of the school at 3:00 P.M. (or 12:30 P.M. on Tuesdays and early release days) on their own. During the unsupervised walk the Cabot School is responsible for the supervision of the children. Once the children arrive and are signed in by CASP staff, the program resumes responsibility. Kindergarten students are walked to the kindergarten benches by Cabot faculty and will be met and signed in by the CASP staff at 12:30 and 3:00 P.M. Please encourage your child to arrive at CASP promptly and ask his/her teacher to send a note to the Program if the child is to be kept a few minutes after school dismissal. Children may not remain with a classroom teacher or specialist for any length of time without CASP receiving a Release Form found on our website from a parent indicating that your child is going to be released to a designated adult for a school/field based activity (ie. Community Ed, Tutoring, Scouts, etc.)

## **CALLING FEE**

The Program's policy is that on days your child is scheduled to attend CASP, all plans to go to friends' houses will be made before school begins that day. Parents **must** phone, write, or e-mail alternative plans prior to the start of the Program. We do not allow children to make arrangements spontaneously when school ends and CASP begins. Please understand that this policy is for your child's safety as well as our own planning.

A calling fee has been established in the amount of \$25.00 if a member of the staff needs to place a call to your home, office or cell looking for your child. This fee will be on added to your monthly tuition statement. To avoid the fee parents must notify the program of an absence prior to your child's anticipated arrival.

## **DISMISSAL POLICY**

CASP K students getting dismissed at 3:00 P.M. will meet the designated pick-up person at the entrance to the Kindergarten wing. Kindergarten children who stay beyond 3:00 P.M. will join full day kindergarten students on the bench before heading to their designated room for snack and group time. Kindergarten students who take the Boston and/or Newton Bus will be escorted to the Cabot School Office where they will be met by a Cabot School bus designee and signed out of CASP. The designee will make sure the student(s) are on the correct bus to go home. On Tuesday afternoons students who take a bus or a van to their home will be escorted to the van by CASP or a child's designated Assistant. The Boston bus students will be escorted by a CASP staff member to the bus after receiving a call that the bus has arrived at Cabot. The Boston bus usually arrives at Cabot between 2:45-3:20 P.M.

Dismissal Monday thru Friday of the remaining kindergartners and the 1<sup>st</sup>-5<sup>th</sup> grades follow a different procedure since students leave at varied times during the afternoon. A daily room schedule will be posted above the CASP family mail files on the first floor to help you find your child. **Mail files should be checked for notices and any documents such as Behavior Slips and the Injury/Illness Report Form.** A photo ID will be required until staff begin to recognize the designated pick-up person(s.)

Kindergarten students must be picked up promptly at 3:00 or by 6:00 P.M. depending on the hours contracted. Students in 1<sup>st</sup>-5<sup>th</sup> grade

must be picked up by 6:00 P.M. Parents should make alternative arrangements if they know they will be late. A transportation form is part of your yearly enrollment process. This form specifies how your child arrives and gets dismissed from the program. All children are required to be picked up by an authorized adult. They may not walk home, cross to the field for a sporting activity, or wait outside the building. Any changes or additions to your pick-up list must be made in writing, so that it will be put in your child's folder. When written documentation is not possible you may contact us by phone or cell phone with the information. **All children must be signed out by an authorized person at the end of the day.** Upon being signed out by the parent or designated pick-up person the Program is no longer responsible for the care of the child. **Students attending CASP may not be picked up by siblings or friends under the age of 12.** If you wish to pick up earlier in the day, you should contact the CASP office, as children can be offsite in Cabot Woods, on the tennis courts, or outside on the Cabot Field.

Please do not leave your car running when you are picking up your child from the Program. The only doors that will be open after 3 P.M. are the lobby doors facing the Cabot Field. All other doorways will be locked for safety purposes. If you opt to park in the parking lot you will need to walk around to the lobby doors to get in.

### **HEALTH & SAFETY**

A copy of the Program's Health Care Policy is posted on the wall in the CASP office. Parents are welcome to ask for a copy or stop by to peruse.

Upon hiring, all staff are trained and certified in First Aid and CPR. Whenever first aid is administered to a child in the Program, the situation is documented in our injury log and an individual accident report, along with a copy of the report, is placed in the family mailbox. Parents should sign the original and return the form to the CASP mailbox and retain the copy for their records. The signed copy will be placed in the child's folder.

In circumstances where the child becomes ill at the Program, staff will attempt to contact a parent. In an extreme emergency, the child will be transported to Newton-Wellesley Hospital or the nearest hospital if CASP is on a field trip.

(a) CASP must have a written policy regarding administration of prescription and nonprescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner.

(b) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in 606 CMR 7.1 1(2)(e)1.

(c) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.

(d) The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.

(e) Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

1. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II through V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.

2. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38° and 42°F.

(f) Emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.

(g) Each licensee shall have a written policy on medication disposal.

(h) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in

accordance with policies of the licensee and the Department of Public Health, Drug Control Program.

(i) No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

J) Each time medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except as noted in 606 CMR 7.11(2)(k).

(k) The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied to a rash.

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(L) All medications must be administered in accordance with the consent and documentation requirements specified below:

Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
All prescriptions	Yes	Yes, must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason why the dose was missed
Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason why the dose was missed.
Unanticipated Non-	Yes, renewed annually	No in FCC. Yes in Large	Yes, name of child, dosage,

Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines')		and Small Group. Must be in original container with original label containing the name of the child affixed.	date, time, staff signature.
Topical non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed.	Yes, name of child, dosage, date, time, staff signature.
Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items used solely for prevention, such as sunscreen, insect repellent and chapstick.

Medication will only be given to a child once CASP has received the Medication Consent Form. This can be found on our website or you can request a copy from staff. CASP keeps a record of medication given. All medication must be in its original container with the child's name and doctor's prescription clearly visible. Over the counter medication can only be given with a prescription from the physician and the Medication Consent Form. Medication may not be placed in a child's

backpack or lunch box as it needs to go directly to the Cabot School Nurse, Program Director and/or CASP Coordinators.

### **Evacuation Site**

In the case of fire, loss of electricity, or other emergencies, all children will be escorted out of Cabot School via the nearest available exit. Educator's will do a roll call and report missing students immediately to the Director or Assistant Director who will alert the proper authorities. If students are unable to return to Cabot School, the Program will evacuate by walking over to the Newton North High School and entering the building from the Elm Street Entrance. This will place us inside the theater which is the same evacuation site used by Cabot School. If an evacuation were to occur, a note would be taped to the building informing families that we have evacuated to North along with our cell phone number. In addition, the Newton Police would be called with our departure information. Once at Newton North, the CASP Coordinators will begin calling parents for immediate pick-up and or emergency contacts if the parent can not be reached. The director and staff will be keeping children occupied and calm. If we are unable to use Newton North, our back-up plan will be the annex at Our Lady Help of Christian's Church at 573 Washington Street in Newtonville.

### **MANDATED REPORTERS**

All staff are mandated reporters of child abuse and neglect. Suspicions of either will be reported to the Department of Children & Families (DCF) as required by law.

### **SNACK**

CASP strives to provide healthy snack options for children staying beyond 3:00 P.M. CASP is required by the EEC to follow USDA Guidelines. If your child has special dietary requirements, please contact the Director about how best to accommodate your child's needs. If your child will only eat specific foods, we suggest that an extra snack be packed in their lunchbox. Some students who attend the Program have life threatening allergies; therefore, peanut products are restricted to specific tables that are designated for "PEANUTS ONLY." In some Program groups we may ask that families refrain from sending in any and all peanut products.

### **EARLY CLOSING POLICY** (due to weather)

No child will be released before the scheduled dismissal without permission from a parent or authorized person. Our policy has been to remain open until the last child is picked up. However, if the Newton Public Schools were to close, we WOULD have to abide by this ruling. If that were to happen during the school day, CASP would begin to contact parents via e-mail and by phone. If during inclement weather you are able to adjust your schedule for an earlier pick-up, it would be appreciated.

### **UNUSUAL CLOSING** (storm occurring mid day)

If the meteorologists are reporting inclement weather conditions during the after school portion to the school day that would make travel difficult for part-time staff that arrive after 2 P.M., the Program reserves the right to close early or not open at all. If this were to occur, CASP would do everything possible to get the word out to families well in advance.

### **FEES AND PAYMENTS**

#### **APPLICATION FEE:**

A non refundable fee of \$15 for new families only must accompany the application.

#### **FAMILY FEE:**

Once child(ren) have been accepted a yearly fee of \$175 must accompany the Enrollment Paperwork. This fee is reduced to \$100 if a child enrolls in the Program after January. The fee will not be refunded.

#### **TUITION:**

A tuition schedule and fees can be found on pages 8-9 in this handbook and on our website.

#### **LATE PICK-UP FEE:**

A late pick-up fee will be applied to your account for pick-ups after 3 or 6 P.M. If you are ten minutes late or less the fee is \$10.00. The fee goes up to \$20.00 for eleven to twenty minutes. After each ten minute

period the fee goes up accordingly. This fee doubles after three incidents of ten minutes or more.

**VACATION WEEK TUITION:**

The February and April Vacation week fees are \$65 per day plus an activity fee of \$20-\$35. Should an enrolled child be sick the week of the vacation Programs the activity fee will be waived if tickets were not purchased in advance. The daily fee can only be waived if there is a child on the waitlist who is able to fill the space. Under the new licensing regulations students attending the vacation program will need to bring in or purchase through the Program a toothbrush and toothpaste for daily brushing after meals. A more formal note will be sent home once students are signed up for one or more of these program options.

**EXTRA HOURS:**

CASP will offer extra hours at certain grade levels when available. Children are required to sign up for the entire Program day and not by the hour. Families will be billed for the extra time at the current CASP hourly rate of \$8.50 on the monthly tuition statements. Advanced notice of 24 hours is required and needs to be approved by the Program Director before sending your child to the CASP.

**FIELD TRIPS:**

Written permission is required for field trips and all walking trips over a mile from the Cabot Elementary School. Permission slips will give information about the destination, transportation, duration and the cost of the trips. CASP educators will have a plan for supervision and care of the children for each field trip, including practices specific to the transportation used.

Nominal fees (\$20-\$35) will be imposed for children participating in fieldtrips. These charges help to defer the cost of admission and transportation. This fee is billed on the tuition invoice.

**BOUNCED CHECKS:**

In the event a check for payment to CASP is returned to the Program unpaid, a fee will be charged to the payer. If checks bounced on more than one occasion the payer will be required to pay all tuition and fees thereafter with a bank check, money order, or cash.

## **BEHAVIOR MANAGEMENT: CHILD GUIDANCE**

Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
- b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- c) Using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behaviors and prevent challenging behaviors;
- d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies, and procedures;
- f) discussing behavior management techniques among staff to promote consistency.

Program staff has developed rules, limits, and guidelines, and behavior management methods. At the beginning of the year, rules are explained, the limits set, and the guidelines outlined for appropriate and inappropriate behavior to children. These rules are explained, but not displayed as we are in shared space. The rules may be modified through the course of the year, but always with the children's understanding.

CASP will insure that students are never:

- a) spanked or touched inappropriately
- b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- c) depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;

- d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting
- e) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu or supervision; and
- f) excessive time-out. Time out may not exceed one minute for each year of the child's age and must take place within an educator's view.

No child shall be subject to abuse, cruel, unusual, severe, or corporal punishment including any type of physical hitting inflicted in any manner upon the body: punishments which subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

No teacher shall be subject to abuse, including physical harm (hitting, kicking, punching, biting, etc.) inflicted by an out-of-control child or threatening gestures or actions which include weapons and/or any common item used in a harmful or threatening manner.

Please refer to the Cabot After School's Conduct Agreement along with the Student Conduct Agreement and Incident Report that has been put in place.

### **WEBSITE**

Check our website ([www.cabotafterschool.org](http://www.cabotafterschool.org)) for copies of misplaced permission slips, program calendars, newsletters, board information, Financial Assistance Applications, Background Record Check forms, and forms for medications.

### **VOLUNTEERS**

Parents are invited and encouraged to be involved in their child's program activities. There are many different ways in which parents can participate and volunteer. Parents may volunteer to attend trips, assist teachers and coordinate special events. CASP depends on parent volunteers to help us with events such as the haunted house, bake sales, CASP Musical, fund raisers, ski program, field trips, and other activities. Parents who are not interested in volunteering directly can offer computer assistance, carpentry, and additional skills that will improve the program.

## **DRESS CODE**

Children should come to the program dressed appropriately for the day's weather as we try to go outside for a portion of every day. Parents are advised to send an extra set of clothing during the winter months or if your child is prone to accidents. During the snow season, in addition to a winter jacket, hats, gloves, boots and snow pants are advised if your child wants to use the playground area and not remain on the hardtop. Staff will provide water breaks on days when the temperature is over 70 degrees. The Program uses its discretion on limiting sections of the playing fields, playground and hard top when conditions deem the area unfit for playing. (ie, ice, mud, lack of woodchip coverage, etc.)

Parents and staff are required to dress in appropriate clothing while at CASP, or involved in any CASP sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is inappropriate. While volunteering in the program or at any CASP sponsored event, parents who do not adhere to this policy will be restricted from volunteering.

## **CASP KINDERGARTEN ITINERARY (M, W, TH, F)**

12:30: Attendance  
12:35: Lunch  
1:00: Free Play  
1:45: Story/Activity  
2:30: Free Choice  
2:50: Clean-Up  
3:00: Dismissal/Snack

## **KINDERGARTEN/FIRST GRADE ITINERARY (M-F)**

3:00: Attendance  
3:05: Snack  
3:30: Outside  
4:00: Homework/Reading  
4:30: Activity/Gym/Games  
5:00: Free Choice  
5:45: Dismissal

### **SECOND/THIRD GRADE ITINERARY (M-F)**

3:00: Attendance, Meeting & Snack  
3:30: Outside  
4:00: Activity/Gym/Free Time  
5:00: Homework/QuietTime  
5:45: Dismissal

### **FOURTH/FIFTH GRADE ITINERARY (M-F)**

3:00: Attendance  
3:10: Snack  
3:30: Outside  
4:00: Homework/Free Choice  
5:00: Activity/Gym  
5:45: Dismissal

### **TUESDAY ITINERARY FOR K-5**

12:30: Attendance  
12:40: Lunch  
1:00: Outside  
1:30: Clubs  
2:50: Meet in Gym and disperse into various Programs  
3:00; Dismissal/Snack  
All programs resume their schedules as noted on M-F