

FAMILY HANDBOOK

Cabot After School, Inc.
229 Cabot Street
Newtonville, Massachusetts 02460
617-559-9419 (Phone)
617-777-0665 (Cell)
www.cabotafterschoolprogram.org

Our Mission

Cabot After School, Inc. (“CASP”) 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 complements the public school experience by offering children plenty of physical exercise as well as creative outlets in the arts.

**FAMILY HANDBOOK FOR CABOT AFTER SCHOOL, INC.
TABLE OF CONTENTS**

<u>Philosophy</u>	4
<u>Licensing Information</u>	4
<u>Location</u>	4
<u>Children Served</u>	5
<u>Insurance Coverage</u>	5
<u>Child Enrollment Options</u>	5
<u>Enrollment Policy</u>	5
<u>Communication of Enrollment Policy</u>	8
<u>Reasonable Accommodations & Required Steps</u>	8
<u>Tuition</u>	9
<u>Financial Assistance</u>	9
<u>Multiple Children</u>	9
<u>Communication</u>	9
<u>Staff</u>	10
<u>Board of Directors</u>	10
<u>Curriculum</u>	10
<u>Resolving Problems</u>	11
<u>Policy Making</u>	11
<u>Donations</u>	11
<u>Relationship with Cabot School</u>	11
<u>Updating Your Information</u>	11
<u>Referrals</u>	12
<u>Arrival Policy</u>	13

<u>Dismissal Policy</u>	13
<u>Self-Release</u>	14
<u>Calling Fee</u>	14
<u>Health & Safety</u>	14
<u>Evacuation Site</u>	17
<u>Lockdown Procedures</u>	17
<u>Missing Children</u>	18
<u>Mandated Reporters</u>	18
<u>Snack</u>	18
<u>Early Closing Policy</u>	18
<u>Unusual Closing</u>	18
<u>Program Fees & Payment</u>	19
<u>Behavior Management</u>	20
<u>Website</u>	21
<u>Volunteers</u>	21
<u>Dress Code</u>	22
<u>Typical Schedules</u>	22

1. PHILOSOPHY

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.

The program exists to serve as many children and families as possible who desire care. CASP does not discriminate in providing care on the basis of race, color, religion, cultural heritage, political beliefs, disability, national origin, sexual orientation, gender or gender identity, citizenship status, genetic information, military status, or marital status. In addition, we do not discriminate against children on the basis of toilet training status.

CASP provides a safe, caring environment in which there are structured activities designed to promote each individual child’s physical, intellectual, and social wellbeing 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 extracurricular activities offered by outside agencies. These activities are balanced between quiet and active periods in order to appeal to the many personalities and interests of children enrolled in the Program. They are meant to extend each child’s skill and experience.

The CASP staff encourages students to develop self-confidence and respect for self, fellow students, the Program and Cabot School materials. Children also learn responsibility and practice skills in problem solving under the guidance of the educators. They are invited to participate in the development of rules and expectations and to contribute in planning activities of interest to them.

Parent/guardian involvement in their child’s welfare at CASP and in the operation of the program is essential to its effectiveness and success for the child, family, and the Program. All parents/guardians of students enrolled in the program automatically become members of the Corporation for as long as they have a child enrolled.

The business of the Corporation is managed by its Board of Directors which oversees and advises the Executive Director. The Executive Director and Assistant Director are responsible for the day-to-day operations of the Program.

2. 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 604, Quincy 02169 (617-472-2881). Parents/guardians may contact the EEC office for information regarding the Program’s compliance history.

3. LOCATION

CASP is located at the Cabot Elementary School, housed at the Cabot School, 229 Cabot Street, Newtonville, Massachusetts 02460 and has a dedicated space on the first floor. CASP rotates space during the year.

4. CHILDREN SERVED

Children attending CASP are members of the Cabot School community. They range in age from kindergarten through fifth grade. The Program currently serves over a third of the Cabot School population.

5. 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.

6. CHILD ENROLLMENT OPTIONS

CASP operates from 3:00-6:00 P.M. on Monday, Wednesday, Thursday and Friday and Tuesday from 12:30-6 P.M. All students are required to attend the Program for a minimum of six hours a week. Our Program offers indoor and outdoor activities tailored to each student's individual interests. Children are allowed to choose from among several activity choices. On Tuesday, all students must attend the Program from 12:30-6 P.M.

If the Program has a waitlist, 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 there is enough interest, February and April Vacation Programs are offered on a first come, first served basis, to children enrolled in the Program during the school year. Information on the vacation schedules are placed in CASP mailboxes a month prior to these vacation periods. Enrollment is limited to fifty children per day. During these vacation weeks, the Program is open from 8:15 A.M.-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 Newton Public Schools ("NPS") announce a general school closing (such as snow days), the Program will be closed as well. On days when snow storms take place during the school day, CASP may be forced to cancel its programs. You will be notified by the ONE CALL NOW notification service which, when activated, will send a message to all phones and emails that CASP has on file. We ask that you respond back to us that you have received the notification.

7. ENROLLMENT POLICY

The purpose of this policy is to describe, in detail, the policy and implementation details for enrollment in the CASP Program, which operates under the name Cabot After School, Inc. Although many specific details are described, certain details, including implementation details, are not described because they are intended to be at the sole discretion of the Executive Director. This policy stands in force until a proposed change or changes are ratified by a membership vote.

1. CASP has a policy that does not require re-acceptance to the program each year. Under this policy, CASP commits to re-admitting all previously enrolled students for their entire Cabot School tenure. However, this policy does not constitute a legal guarantee of admission, but rather a commitment that CASP intends to support, barring unexpected circumstances.
2. The mechanism for enrollment is as described below:
 - a. Based on the annual re-admittance policy, all students with “Returning Student Status” are allowed to re-enroll for the same days and times as their current usage.
 - b. **Returning Student Status** is granted as follows:
 - i. **Currently enrolled students:** Students who are currently enrolled in the program, in good standing, have Returning Student Status. Current usage for these students is defined as the days and times for which they are currently enrolled.
 - ii. **Leave of Absence Families:** Families who have been granted a leave of absence from the program can return and retain their Returning Student Status. A Leave of Absence must be requested in writing and be approved by the CASP Board of Directors. A Leave of Absence will only be granted for legitimate special cases, such as a family going on a job-related sabbatical. A Leave of Absence can be granted for a maximum of 1 year.
 - iii. **Revocation:** The Returning Student Status of a student or family can be revoked by a majority vote of the CASP Board of Directors. Revocation can be based on the failure of a family to abide by the rules and regulations described in the enrollment contract. In addition, revocation can be based on significant behavioral issues, such as: serious acts or threats of violence or abuse, carrying or threatening the use of weapons, plotting violent acts, carrying or using illegal drugs, alcohol or tobacco products, or chronic noncompliance with staff directives or rules.
 - c. **Adjustments:** Students with Returning Student Status are allowed to request adjustments to their days and times. They can reduce their usage without penalty (down to the program minimum). Priority for receiving more days or different days is established by the following mechanism:
 - i. First priority is given to students who are enrolled for the current year, but did not receive the days and times that they originally requested. If there is not enough room to accept all these requested changes, priority is given by lottery.
 - ii. Other students who are requesting changes are given second priority. If there is not enough room to accept all these requested changes, priority is given by lottery.
 - d. **Class Size and Grouping:** Once the entire “returning class” is known, the Executive Director, in consultation with the CASP staff, will determine the configuration of class groupings and staffing. From these groupings and any

enrollment cap (see below), the allowable size of the incoming Kindergarten class and the number of upper-class openings is determined.

- e. **New Student Enrollment:** New student enrollment is now conducted according to the priorities below:
 - i. First priority is given to siblings of students with Returning Student Status. For any class group in which there is not enough room to accept all the sibling applications, priority is given by lottery for that class group.
 - ii. New applicants are now accepted based on priority determined by lottery for each class group.
 - f. **Waiting List:** Students who do not receive a placement may request to be put on the waiting list for any openings that occur during the year. Their priority on the waiting list should be the same as their priority under the mechanism described in Section 2.e. above.
 - i. Students may remain on the waiting list, and retain their waiting list position, from year to year. However, they must re-apply each year in order to retain their waiting list position.
 - ii. If a student on the waiting list is offered admittance for days and times that are different from what they have requested, they may remain on the waiting list for the days and times they originally requested, whether or not they choose to enroll for those days and times that were offered.
 - iii. If a student on the waiting list is offered admittance for the days and times that they have requested, and chooses not to enroll for those days and times, they will be removed from the waiting list.
3. **Lotteries:** All prioritization that is done by lottery will be done in the following manner:
- a. Students are given a “priority number” based on a random process, such as a random drawing.
 - b. Students’ applications are reviewed in their lottery priority number order.
 - i. If their requested days and times are available, they are enrolled in the program for those days and times.
 - ii. If not, they are given a chance to accept a different schedule of days and times which is available.
 1. The Executive Director will make reasonable efforts to communicate with the family by phone and email. If families cannot be reached in a reasonable time, they will lose their opportunity to accept a different schedule of days and times.
 - iii. If they do not accept any of the available schedule options (or cannot be reached as described above), they are not enrolled in the program.
4. **Space and Enrollment Capping:** Enrollment in CASP is constrained by both available classroom space at the Cabot School building and by staffing. Classrooms at Cabot School building have, in general, capacity for no more than 24 students. The staff size must be appropriate to support any given enrollment level with a student educator ratio of between 8:1 and 10:1. In addition, an appropriate number of coordinators and administrators must be present.
- a. CASP currently uses a specified number of classrooms at the Carr School building with a rotation schedule as agreed to by the Cabot School administration.

- i. CASP will work with the Cabot School administration annually to develop a classroom usage agreement that supports the largest possible CASP enrollment, based on the space and staffing constraints as described above.
- b. CASP coordinators shall be responsible for a maximum of 50 students per day.
 - i. The CASP kindergarten coordinator shall be responsible for a maximum of 20 students per day
- c. **Enrollment Caps:** Based on current Cabot School classroom space constraints, total per-day enrollment caps are as described below. Note that the actual number of students enrolled on a given day of the week will depend on the per-classroom, per-coordinator, and per-class grouping limits, in addition to the total enrollment caps described below.
 - i. The total daily enrollment cap fits 140 students per day
 - 1. This increased cap represents the Programs decision to support increasing enrollment in order to support the strong demand for after school care.

8. COMMUNICATION OF ENROLLMENT POLICY

- 9. This enrollment and space policy will be delivered, in writing, to all members and prospective members as part of their application and/or contract material.
- 10. This enrollment and space policy will be posted on the CASP web-site.
- 11. Changes to this policy must be ratified by a vote of the membership as mandated by the CASP By-Laws.

12. REASONABLE ACCOMMODATIONS & REQUIRED STEPS

Under the Massachusetts regulation 606 CMR 7.04(13), CASP cannot make a blanket determination about paying for (or not paying for) aides. CASP will make an individualized assessment each time the Program is made aware of a child with a disability who requires an accommodation, either through notification from the family or by observing the child.

- 1. CASP must, with written parent/guardian consent, and as appropriate, request information about the child from the Local Education Agency, Early Intervention Program or other health or service providers.
- 2. CASP must, with the parent's/guardian's input, identify in writing the specific accommodations required to meet the needs of the child at the Program, including, but not limited to: any change or modifications in the child's participation in regular program activities; the size of the group to which the child may be assigned and the appropriate staff/child ratio; and any special equipment, materials, ramps or aids needed to serve the child.
- 3. CASP must provide written notice to the parent/guardian within 30 days of the receipt of the authorized requested information, if, in the Program's judgement, the

accommodations to serve the child are not reasonable or would cause an undue burden to the program.

4. CASP must include in the notification the reasons for the decision, and notification to the parent/guardian that they may request that the Department of Early Education & Care review the licensee's decision and determine if the licensee is in compliance with 102 CMR 1.03(1) and 606 CMR 7.04(13)
5. CASP must maintain a copy of the notification.

CASP will make all reasonable accommodations to welcome or continue to serve any child with a disability. If it is determined by CASP that a child requires the use of an aide in order to safely attend the Program, CASP will work with parents/guardians to reasonably accommodate the child. If necessary, CASP, with written parental/guardian permission, will solicit and receive information about the student from the school district.

If the parent/guardian of a child applying to CASP or already enrolled in CASP believe that any accommodation is necessary for their child to attend the Program, CASP the parent/guardian should inform the Program in writing.

TUITION (tuition fees are listed on our website by clicking the ABOUT TAB)

Tuition notices are e-mailed on the 15th of each month. Only one email address can be used with our database. Families who do not have an e-mail address will receive a hard copy of their statement in their CASP family mailbox. 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 5th of each month. Late payments can jeopardize your child's status in the Program for the following year.

13. FINANCIAL ASSISTANCE

CASP has a scholarship program available. Applications can be obtained on our website (www.cabotafterschool.org). All applications should be submitted separately during the application period (April15-May15.)

14. MULTIPLE CHILDREN

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

15. COMMUNICATION

CASP telephone number: 617-559 (Calls are forwarded so please wait for ring tone to change.)
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. Texting is also permissible to this phone.

General E-mail to convey information to all staff: cabotafterschool@gmail.com

Executive Director's E-mail: lee_guertin@newton.k12.ma.us

lguertin1457@gmail.com (as of July 1, 2019)

Assistant Director's E-mail: zhardycasp@gmail.com

Office Manager's Email: alicecasp@gmail.com
Website: www.cabotafterschoolprogram.org.

16. STAFF

The staff is selected on the basis of professional ability and commitment, after screening and interviews by the Executive Director and Assistant Executive Director.

17. BOARD OF DIRECTORS

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

The 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 Program's yearly budget. The Board assists the Executive Director with hiring, Human Resources concerns, contracts, financial aid requests, fundraising, and space and enrollment 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 Sessions. Meetings are held in private homes between September and June and are open to the membership with advance notice of at least seven days.

18. CURRICULUM

Curriculum is set after careful planning amongst the staff. All other curriculum is planned according to the interest of the staff and students in the various programs.

On Tuesday afternoons from 1:30-3:00 P.M., all students are offered a variety of "Club" choices that encompass language arts, mathematics, history and social studies, physical health and wellness, along with the arts which are addressed through planned program activities. Students are involved in "Clubs" for 2 to 3 week periods and have an opportunity to be with teachers and children from all programs.

During the year, CASP has offered extracurricular classes with outside agencies. In past years, students have enjoyed programs such as Kids Cooking Green, Martial Arts, Piano Playtime, Animation, Archery, and Skiing/Boarding. Some of the programs are held at Cabot School building 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 have an educator read to them.

CASP will partner with **Piano Playtime** on Thursday afternoons starting in September for students in kindergarten through fifth grade. Participants are grouped in threes and meet with the instructor for thirty minute blocks. This is a good opportunity for participants to have an introduction to playing and reading music. Piano Playtime charges \$262.50 per student for fifteen week sessions. New students are also required to pay a one-time joining fee (\$25.00).

Nashoba Valley Ski Program, Powers Road, Westford, MA takes place on six consecutive Tuesday afternoons, beginning in January for students in first through fifth grade. The cost of this program in 2019 was \$260 for lessons and a lift ticket. Fifth grade students with parental/guardian permission do not need to participate in ski or boarding lessons if they are proficient in the sport. The lift ticket only option costs \$195.00. Equipment rentals are \$105.00. Pricing changes are to be expected year to year and are at the discretion of the mountain. Helmets are required by CASP and can be purchased at the Pre-fit for a cost of \$60.00.

CASP will notify families about additional programs throughout the year.

19. 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. Staff 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, please contact the Executive Director. If these efforts do not resolve the problem, a member of the CASP Board will be notified. The designated Board member will help arrange a meeting with the individuals involved.

20. POLICY MAKING

All parents/ guardians become members of the corporation for as long as they have a child in the Program. Family input is important and all parents/guardians should understand CASP's policies. Please refer to the CASP website for additional information. Should any policies change, parents/guardians will be notified in writing seven days prior to when it goes into effect.

21. DONATIONS

CASP will periodically request donations to replenish materials and supplies. The Program is always happy to accept gift card donations or cash in order to enhance curriculum or Program needs. If families wish to donate items, please speak with the Executive Director on need.

22. 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 in writing to allowing the CASP staff to discuss children with Cabot classroom teachers and support staff. Parents/guardians may request that CASP staff attend IEP and Team Meetings when appropriate.

23. UPDATING YOUR INFORMATION

Parents/guardians should notify CASP 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. All information of a confidential nature concerning a child enrolled in the Program will be treated as such. The staff may communicate with school department employees, including teachers, to discuss matters concerning children enrolled in CASP.

24. REFERRALS

CASP may refer families to appropriate social, educational, mental health, and medical services, including dental and vision. For more information, ask the Executive Director.

Referral Services

COUNSELING

- City of Newton, Department of Human Resources 617-796-1260
- Family Counseling Associates 617-965-6200
- William James College Interface Counseling Service, Inc. 888-244-6843
- 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
- Riverside Emergency Services (mental health crisis) 800-529-5077

WOMEN, CHILDREN, AND FAMILIES

- MA Society for Prevention of Cruelty to Children 617-227-2280
- Department of Early Childhood Ed. 617-472-2881
- Planned Parenthood 800-230-PLAN
- Preterm Health Services 617-738-6210
- Support Committee for Battered Women 800-899-4000
- LGBTQ Helpline 888-340-4528
- National Runaway Hotline 800-RUNAWAY
- Multiservice Eating Disorder Association 617-558-1881

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 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 800-336-8478
- Girl Scouts, Patriots Trail Council 617-893-6113

25. ARRIVAL POLICY

CASP opens on the first day of school established by the NPS calendar. On school days, children in first through fifth grade have an unsupervised walk from their classrooms to meet CASP staff in the lunchroom 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. 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 or an email from a parent/ guardian. Kindergarten children enrolled in the Program will be met by CASP staff on a daily basis.

26. DISMISSAL POLICY

No student may be picked up by anyone under the age of thirteen (**even a sibling!**) as directed by our licensing regulations. Parents/guardians and all other designated adults who are picking up children between 3:00-6:00 P.M. must sign out children in the lunchroom before the child will be released. Once the child is signed out of CASP by an authorized pick-up person, the pick-up person will assume responsibility of the student and the Program is no longer responsible. There are no Newton busses available for students who attend CASP from 3:00-6:00 on M,W,TH,F and on Tuesday from 12:30-6:00 P.M.. Students will be dismissed from the cafeteria. Please knock on the

cafeteria doors or use the buzzer to gain entry into the Cabot School building. If a staff member is not available to buzz families in, please call the CASP cell phone for immediate assistance (617-777-0665). A photo ID will be required until the staff begins to recognize the authorized pick-up person(s.)

Parents/guardians should check their mail folders weekly for notices and other important documents such as Permission Slips and Injury/Illness Report Forms.

Students in kindergarten through fifth grade must be picked up by 6:00 P.M. Parents should make alternative arrangements if they know they will be late. All doors are locked for safety purposes during the school day and during after school. CASP families must pick-up from the cafeteria doors which are the only doors that will be monitored by CASP staff after 3:00 P.M. and after 12:30 P.M. on Tuesday.

CASP students may not walk home or wait outside the building alone. Any changes or additions to your pick-up list must be made in writing, and will be placed in your child's folder. When written documentation is not possible, you may contact us by phone or cell phone with the information. If you wish to pick up earlier in the day, you should contact the CASP office, as children could potentially be offsite on a neighborhood walk.

27. SELF-RELEASE

Students in 3rd-5th grade will be allowed to self-release to the Cabot Field for a sport related activity with written or verbal notification.

28. CALLING FEE

The Program has a policy that families must contact us by phone or email in the event of an absence. Play dates should be scheduled in advance and not the day of the play date. 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. To avoid the fee, parents must notify the program of any absence prior to your child's anticipated arrival.

29. HEALTH & SAFETY

A copy of the Program's Health Care Policy is posted on the wall in the CASP office. Families are welcome to ask for a copy or stop by to review. All medications must be provided to CASP prior to the student attending the program. Students requiring medication at CASP will need to have a tutorial in place with the parent or legal guardian, prior to the first day of school.

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 has a written policy regarding administration of prescription and nonprescription medication. The policy provides 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 nonprescription, must be provided by the child's parent, except as allowed by 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) Educators will 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. CASP is not allowed to give medication that has not been previously given to the child by a parent or legal guardian.
- (e) Unless otherwise specified in a child's individual health care plan, educators will 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 are 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 manner which is inaccessible to children in a refrigerator maintained at temperatures between 38°F and 42°F.
- (f) Notwithstanding the provisions of 606 CMR 7.11(2)(e), 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) All unused, discontinued or outdated prescription medications shall be returned to the parent and documented in the child's record. If returning to the parent is not possible or practical, such prescription medications will be destroyed and documented by a manager or supervisor in

accordance with policies of the Program 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 required by 606 CMR 7.11(2)(k).
- (k) Educators will inform the child's parent/guardian at the end of each day whenever a topical medication is applied.
- (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-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	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 (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. CASP may supply items not applied to open wounds or broken skin, 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 chap stick.

Medication will only be given to a child once CASP has received a completed Medication Consent Form and Individualized Health Care Form from the parent/guardian. The forms 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 Executive Director. When medication is required, the Cabot School and CASP each maintain their own respective medical forms and medications. Sharing is not permitted.

30. EVACUATION SITE

In the case of fire, loss of electricity, loss of heat, loss of power, loss of water or other emergencies, CASP will put the following evacuation plan into effect. Students will be escorted out of school via the nearest available exit. If students and staff are unable to return to the building, the Program will evacuate by walking to Newton North High School, 457 Walnut Street, Newtonville. Enter North from the side entrance to Theater Ink and follow the signs to the theatre. (please see our website for the route that we will follow.) If an evacuation were to occur, a note would be taped to the cafeteria door at Cabot School informing families that an evacuation has occurred. In addition, the Newton Police would be called with our departure information. When possible, the Executive Director and/or Director of Operations will send an email informing families that we are evacuating to Newton North High School and the reason for the evacuation. Families are asked to reply back once they have received this information. As they reply back they are crossed off the roster of families that are using the Program on that day. If families do not respond via email the Executive Director and Director of Operations will begin to contact families by phone. The cell will be called first, work number second, and home phone last. Once at North a staff person will be at the Theatre Entrance to welcome families and show them to the Theatre. Coordinators and staff will be keeping children occupied and calm.

31. LOCKDOWN PROCEDURES

The Program will lock classroom doors, close the windows and pull down shades until the all clear call is given.

32. MISSING CHILDREN

Students who do not arrive at the Program during a scheduled day will be considered missing if we have not been informed in writing or by phone of an absence. The Executive Director and/or Director of Operations will contact the parent by phone to inform them that their child has not arrived at the Program. We will call the parent/guardian who was indicated on the students Enrollment Packet as the easiest one to reach first. We will call the cell phone first, work phone second, and the home phone last. Each time we call a number we will leave a message. If that parent/guardian cannot be reached, we will call the second parent/guardian by the same method as above. Coordinator's and/or a staff person from the missing child's group will follow up by checking the early dismissal book in the Cabot School Office, checking in with the Cabot School classroom teacher to see if they remember dismissing the child and rechecking the attendance sheet received from the Cabot School. If the family cannot be reached and CASP staff have not found the missing child, the Newton Police will be contacted by one of the Program Administrators. A photo of the child will be given to police from the child's folder along with the home address and contact numbers for the family.

33. MANDATED REPORTERS

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

34. 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 Executive 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 through One Call Now which sends a message to all phone numbers and email address that CASP has on file. If during inclement weather you are able to adjust your schedule for an earlier pick-up, it would be appreciated.

UNUSUAL CLOSING (storm occurring midday)

If the meteorologists report inclement weather conditions prior 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. CASP will notify families with as much advanced notice as possible.

35. PROGRAM FEES & PAYMENT

Application Fee:

A nonrefundable 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 unless the Program is informed in advance that the family may have an extenuating circumstance such as a move.

Tuition and late payment information:

A tuition schedule and fees can be found at the end of this handbook and on our website. Tuition is billed two weeks prior to the start of each month. Each installment is due on the first day of the new month with a grace period of five days before a late fee of \$25 will be charged. If the payment including the late fee remains unpaid, CASP may take necessary or appropriate action, including but not limited to suspension of the child from the Program until the payment is made. Families may also request to meet with the Executive Director to discuss a workable solution in the form of a payment plan or tuition assistance. Families who receive voucher assistance will be billed in advance on a weekly basis.

LATE PICK-UP FEE:

A late pick-up fee will be applied to your account for pick-ups after 6:00 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 \$60 per day plus an activity fee between \$15.00-\$35.00. Should an enrolled child be sick the week of this vacation period, 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 licensing regulations, students attending the vacation program will need to indicate if they will be brushing their teeth during the day. CASP provides students with a disposable toothbrush with toothpaste if needed.

EXTRA HOURS:

CASP may be able to offer extra hours at certain grade levels. 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 \$10.25 on the monthly tuition statements. Advanced notice of 24 hours is required and must be approved by the Program before sending your child.

FIELD TRIPS:

Written permission is required for field trips and all walking trips over a mile from the Cabot School building. Permission slips will include 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 (usually \$15.00-\$40.00) 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 a check is 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.

CHANGE OF SCHEDULE:

Parents/Guardians can request in writing to drop a day or days for the current school year as long as they do not go under the required number of hours needed for enrollment. Requests will only be granted if there is a child in the same grade level on the waitlist who can fill the slot the member is requesting to be dropped. Enrollment priority for the upcoming school year will be based on the days that each student was registered for in the preceding academic year. In other words, those requesting to day drop for the remainder of the current year may not be able to get the dropped day(s) back in the following school year. If there is no one available to fill your slot, day dropping will only be allowed in the event of an extraordinary hardship such as extended or serious illness of a child, family relocation or loss of employment.

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 that staff will not engage in:

- (a) spanking or other corporal punishment of children;
- (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 of 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.

36. WEBSITE

Check our website often for the latest activities and highlights (www.cabotafterschoolprogram.org) as well as staff information, copies of misplaced permission slips, program calendars, newsletters, information about the Board of Directors, financial assistance applications, medication forms, tax ID and Background Record Check Form.

37. VOLUNTEERS

Parents/guardians are invited and encouraged to be involved in their child's program activities. There are many different ways in which families can participate and volunteer.

38. DRESS CODE

Children should come to the program dressed appropriately for the day's weather. Parents/guardians 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.

Parents/guardians 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.

39. TYPICAL SCHEDULES

A typical day could resemble the following:

Kindergarten (M, W, TH, F)

3:00: Attendance/Snack in Cafeteria
3:30: Gym
4:00: Group Meeting/Story
4:45: Act
5:45: Dismissal

First/Second Grade (M, W, TH, F)

3:00: Attendance/Snack in Cafeteria
3:10: Snack
3:30: Outside
4:00: Gym/Activity/Free Choice
4:30: Activity Continue/Free Choice
5:15: Story/Homework
5:45: Dismissal

Third/Forth Grades (M, W, TH, F)

3:00: Attendance/Snack in Cafeteria
3:20: Outside
4:15: Activity/Free Choice
4:45: Gym
5:15: Quiet/Homework
5:45: Prepare for Dismissal

Fifth Grades (M, W, TH, F)

3:00: Attendance/Snack in Cafeteria
3:20: Outside
4:15: Quiet/Homework
4:45: Activity/Free Time
5:15: Gym
5:45: Prepare for Dismissal

All Grades (Tuesday)

12:30: Attendance/Lunch in Cafeteria
1:00: Outside Free Play
1:30: Tuesday Clubs
3:00: Meet in Cafeteria/Attendance
3:00: Snack in the Cafeteria (K-5)
All programs resume their schedules as noted on M, W, TH, F