

2017-2018

## Brookline Recreation After School Program

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*Brookline Recreation*

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133 Eliot Street  
Brookline, MA 02467

Office: 617.730.2069  
Classroom: 617.730.2049  
Fax: 617.879.0774



The Brookline Recreation After School Program is a licensed program through the Commonwealth of Massachusetts Department of Early Education and Care (EEC).

# Introduction

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The After School Program (ASP) at Brookline Recreation is organized and implemented by the Town of Brookline Recreation Department. The program is located at 133 Eliot Street, Brookline, Ma 02467 across from the Heath Elementary School. The program runs from the end of the children's school day until 6:00PM, Monday-Friday.

ASP is a licensed program through the Commonwealth of Massachusetts Department of Early Education and Care (EEC). Lori O'Brien, our Licensor is located at the Early Education and Care Dept., 1250 Hancock Street, Suite 120-S Quincy, Ma 02169 and can be reached by phone at 617.472.2881.

The After School Program follows the calendar of the Brookline Public Schools. On early dismissal days, ASP will receive the children at their early dismissal time and keep them until 6:00PM. We are closed during holiday and seasonal school vacation periods as well as when schools are closed due to staff development related days or inclement weather. The Brookline Recreation Department will offer additional programs for school vacation weeks for an additional fee. This program will require additional registration online at [www.brooklinerec.com](http://www.brooklinerec.com) or over the phone at 617.730.2069.

## Eligibility

Children attending a Brookline Public School and are in grades K-4 are eligible to register for the After School Program.

## Facilities

In addition to the classroom located at 133 Eliot Street, ASP utilizes the following recreation sites for programming and educational experiences

-  Larz Anderson Park
-  Soule Recreation Center Facilities
-  Jack Kirrane Ice Skating Rink at Larz Anderson
-  Eliot Recreation Playgrounds and Fields
-  Evelyn Kirrane Aquatics Center

# About Us

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The Brookline Recreation After School Program offers an alternative between school and home for children interested in a safe and supportive environment. The program offers children a wide variety of activities that enables them to explore a number of opportunities throughout the afternoon to develop each child's curiosity, problem solving skills, socialization, and a strong sense of self-worth. We understand each child develops in their own way and at their own pace and our curriculum follows that.

The program will provide the following:

- ✚ A safe, nurturing, and stimulating physical environment
- ✚ A quiet time for homework help and completion.
- ✚ A classroom that includes a variety of large and small motor games and activities that are age appropriate and designed to encourage skill development and active involvement.
- ✚ A classroom that is equipped to ensure opportunities for the development of sensory, language, mathematical, scientific, and cultural experiences
- ✚ A balance between quiet and active times in the classroom and many opportunities for daily outside exploration, play, and stewardship of the environment.
- ✚ Productive and regular communication with the parents and families.
- ✚ Staff who will develop positive relationships with the parents just as they will with the children.

## Administration

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### Staff - 606 CMR 7.04

The After School Program staff is chosen carefully and exceeds the qualifications set forth by the department of Early Education and Care. Qualities such as warmth, willingness to learn, patience, teamwork, flexibility, and professionalism are just a few of the criteria used for hiring and evaluating the staff.

The staff has the primary responsibility for the care of the children. They will carry out the various activities and assist the Program Director with the development of monthly programs, events, and various activities to provide the most rewarding experience for all participants and their families.

Staff will maintain or exceed the appropriate ratio of staff to children (1:10) at all times as required by Early Education and Childcare regulation. Staff will continue their professional development throughout the year through trainings and workshops to build their skills as a classroom leader.

## **Transportation - 606 CMR 7.13**

### **To the After School Program**

Transportation from school to ASP is provided by the Brookline School Department. Brookline Recreation works with the School Department to establish pick up locations at each school. Families will be notified where the children will be picked up prior to the beginning of the program. Children will be guided to their bus by their schools teaching staff.

If for some reason your child misses the bus at their designated school, they should go immediately to the school office, where the secretary will notify the After School Program. The Recreation Department will then pick up the child in a marked Recreation town vehicle by a licensed driver.

**ASP does not provide transportation at the end of the day. All students must be picked up by 6:00PM or fall subject to a late pickup fee.**

### **Field Trips and Off Site Activities**

The Recreation Department uses 2-3 marked, 10-seat passenger vans for transportation to local, off site activities and all field trips.

## **Policies and Procedures**

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### **Children's Records - 606 CMR 7.04**

Information is kept on each child in a locked file drawer. This file is available at all times to the Health Department, the Department of Early Education and Care, or the parent when necessary. Information is not given out without parental consent. Folders will be kept for the required period of time as specified by the Department of Early Education and Care. No fee is charged if a record is transferred or requested.

## Progress Reports - 606 CMR 7.06

Progress reports will be completed regularly to inform parents and guardians of the child's progress and behavior in the classroom. These reports will be sent home as well as placed in your child's file for reference at any time.

## Attendance

Each child is expected to attend ASP on days that he/she is enrolled. **You must contact the ASP staff by calling 617.730.2049 before noon on the day of your child's absence.** Your child's school will not contact the Recreation Department if they are absent. You are still responsible for payment for your designated number of days per week for that month regardless of whether your child is in attendance.

## Picking up Your Child

Included in the ASP Registration Packet, are forms in which you will specify how your child is to be dismissed at the end of the day. You must provide the name and contact information of any person you give permission to pick up your child at the end of the day. At the time of pick up you may be asked to provide identification in order to pick up your child.

At the time of pick up you must collect all of your child's belongings, collect notices and/or artwork from their day's activities, and **sign your child out on the designated sign out sheet.**

If at any point in time there are any changes to your designated pick up list, you must let the Director of the program know immediately in writing.

## Late Pick up Fee

**Purpose:** To maintain the integrity of the program to respect the hours of operation of the program, the following policy has been put into place.

**Policy:** If your child is not picked up by 6:00PM, we will offer a 5 minute grace period (6:05PM) and then a late fee of \$1 per minute will be charged to your account. The clock located at the After School Program will serve as the programs time and will be used to assess the late fee. Families who carry a balance of \$50 or more in late fees will not be allowed to attend the program until the balance is cleared. Please call the ASP classroom to notify staff if you are going to be late. This will not eliminate the late fee, but will make your child and staff aware of when you can be expected.

**There will be no exceptions to this policy.**

## **Inclement Weather Policy**

School Closures: In the event of snow or other weather related situations that may close school, the after school program will be closed.

Early Dismissals: In the event of an early dismissal due to weather, The After School Program will receive your children from school. However, we ask that you pick up your child as soon as possible. Our staff will need to be sent home as well for their safety.

## **Parent Visits and Early Pick-up - 606 CMR 7.08**

All parents are welcome to visit the program to see their child at any point during the program day. Please note that students in the ASP program may be regularly taken off site for a number of different activities and programs. If you plan on picking up your child before 5:00PM and see on our schedule that the program will be off site, please check with the staff as to where we will be so that you can make appropriate plans to pick up your child off site. You must sign your child out with a ASP staff member off site as well.

## **Open House Events - 606 CMR 7.08**

The After School Program will be holding an open house event before the school year begins so that parents and participants may tour the facility and meet the staff. The date of the open house will be August 31<sup>st</sup> from 5PM-7PM.

## **Notifications/Schedule Changes**

Parents will be directly notified of schedule changes, field trips, special events, communicable diseases, or anything concerning your child's performance in the program. Notices will be communicated through email, notices home, and/or phone calls to inform the parents as soon as possible. It is not uncommon for schedules to change due to sudden changes in weather, vehicle availability, or attendance numbers of the program on a given day. A monthly schedule will be provided for your reference on field trips and off site activities.

## Snacks and Allergies - 606 CMR 7.12

The After School Program provides a healthy snack daily to the students enrolled. Fruits, Vegetables, whole grains, and dairy products are commonly used within the program. Water, 100% fruit juice, or milk (non-fat or reduced fat) will be served with snack. The following foods are prohibited from the ASP classroom:

- Soda/Sugary drinks
- Candy
- Chips
- Packaged pastries

Please be sure to bring any allergies or dietary restrictions to the attention of the staff and program Director as soon as possible so we can plan to accommodate your child's needs.

ASP is committed to providing a safe food environment for all children to the best of our abilities. The ASP classroom is a **NO NUT/NO SESAME FACILITY**. Please ensure that your child does not bring in food that contains (or is processed with) nut or sesame (sesame oil).

In the event that a child in the program has a severe, life-threatening allergy, the Department reserves the right to restrict foods from the classroom. All teachers are trained on the safe handling of foods and allergy cross contamination prevention. An allergy list is confidentially posted in the classroom for teachers to refer to.

If your child has allergies, please notify the ASP staff immediately. If the program is not able to safely provide snacks for your child you will be asked to provide snacks for your child that will be kept at ASP.

**Epi-pens** are required to be kept at ASP if your child has been prescribed one. You are required to provide two epi pens to the program. One to be kept in the classroom, and one to be brought off site. Each pen must be provided in an original box with the doctor's prescription on the box. A new prescription is required each year.

Please consider an allergy/medical alert bracelet or necklace for your child so that every adult has immediate recognition of your child's medical/allergy condition.

If your child has severe airborne allergies a medical alert bracelet or necklace **is required**. Please talk with the director if you have any questions regarding this.

This is especially important in the event of an emergency where the children may need to leave the center and relocate to another facility.

## Behavior Policy - 606 CMR 7.05

Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilities for all participants, the After School Program has developed and will institute classroom rules with all participants. These rules are influenced by the standards put forth by the Recreation Department as well as suggestions by the participants in the classroom in the beginning of the program.

These rules include but are not limited to:

-  Show respect to all participants and staff
-  Refrain from foul language and obscene behaviors
-  Refrain from causing bodily harm to other participants and staff
-  Showing respect for all program equipment, supplies, and facilities

All behavior issues will be brought to the attention of participant's parents and will be documented regardless of the number of offenses.

A positive approach will be used in dealing with issues that arise in the classroom and program. Brookline Recreation reserves the right to dismiss a participant from the program based on behavior issues.

If you have a previously planned behavior management plan from your child's school or outside organization, please provide the program with as much information as possible relating to the behavior issues and remedies for such.

Brookline Recreation and the Brookline Recreation After School Program staff reserves the right to suspend or ask a participant to leave the program due to ongoing behavior issues.

## Suspension

Ongoing behavior problems will be discussed with parents in formal meetings. Continual inappropriate behavior will be documented by staff, and parents will be informed of the situation. Parents will be required to pick up their child immediately if called because of inappropriate behavior. If a child receives three write ups in a month, the child will be suspended for at least one day. Children will be suspended for at least one day the first time three write-ups are recorded within 30 days, up to three days the second time three write ups are recorded within 30 days, and discussion for termination the third time. In circumstances of extremely difficult behavior choices, a period of suspension in excess of five days may become necessary to work with family, child, ASP staff to formulate an individual behavior plan. If a child receives three write-ups throughout the course of the school year, it

will be at the discretion of the Director whether or not the child will be suspended. Parents will be notified of the child's behavior has warranted suspension. Suspension may result from the following behavior: fighting, physically hurting or attempting to hurt another child or staff intentionally, inability to regain control or temper, obscene or inappropriate language and or behavior, being disrespectful, leaving the program site. **Please note:** you are still responsible for the full registration fee during your child's suspension.

If a child has been suspended from the program two times, the child may face the possibility of termination from ASP. Through ongoing work between the Program Director, and Parents/Guardians, a plan of action will be set in the IBP to attempt to avoid termination or multiple suspensions whenever possible.

A parent or guardian/staff conference may require to develop an individual behavior plan (IBP) when it is developed or use at the program. The conference for an IBP will allow for discussion of options other than suspension or termination from the program. Referrals to other service agencies will be provided to the parent/guardian as needed. Parents/guardians can/will be required to accompany child with serious behavior problems on all field trips at the discretion of the Director.

All suspension/termination decisions will be reviewed at the discretion of the senior ranking administrative officials at the time of the incident. If a child is suspended for repeated offenses, termination procedures may begin after a parent/guardian meeting has taken place. In all termination cases, the parent/guardian will be informed in writing of the reason(s) for the action. Written notice will included the reason for termination.

## **Child Abuse and Neglect - 606 CMR 7.11**

It is our mandated responsibility as childcare providers to report any and all suspected abuse or neglect performed on a child. If abuse is suspected, the Director of the program will be notified immediately, and the Department of Children and Families (DCF) will be contacted. A 51A form will be filed alleging abuse or neglect. The Director will notify EEC immediately after filing the report. The program Director and staff will cooperate with authorities in all investigations.

In cases where a member of the staff is suspected of child abuse or neglect, the staff member will be removed from direct contact with the children until DCF completes their investigation and/or for any amount of time that the Department requires.

## **Termination/Withdrawing Your Child**

One-month (written) notice (on or before the first of the month, for the following month) is required by the parent. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. One month's fees may be paid in lieu of one month's notice. Termination notice will NOT be accepted unless it's in writing. Change of days also needs to be in writing. The staff will let you know if possible, and changes will not take place until the following month.

**Changes to your schedule may be made with a 30-day written notice, are based on availability and may be changed without a fee twice. After two changes a \$25 fee will be added.**

Our childcare agreements can be terminated immediately for any of the following reasons (but not solely limited to):

-  Failure to comply with the policies set forth in this book.
-  Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
-  Non-Payment of program fees or late and/or recurring late payment of fees.
-  Failure to show up for 5 days in a row without any communication.
-  Failure to complete required forms.
-  If parents knowingly bring their child ill.

**PLEASE NOTE: August 31<sup>th</sup> WILL BE THE CUT OFF FOR ADJUSTING YOUR SCHEDULE FOR THE START OF THE SCHOOL YEAR.**

## Health Policy - 606 CMR 7.11

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Before a child is admitted into the After School Program, the parent(s) and/or guardian(s) must provide written documentation that physical examination histories, immunizations and lead test results are all up to date and comply with the school health regulation on file with the school.

All ASP staff members are certified in Basic First Aid and CPR prior to the start of the program. A First Aid Kit is located in the ASP classroom and a portable kit is available to travel with the program off site.

If First Aid is administered to your child, you will be notified in writing that day. Any injury requiring care beyond Basic First Aid, will be reported to parent(s)/guardian(s) immediately. An injury report for each incident is created and kept in the child's file and in a central logbook located in the ASP classroom.

## Medication

Childcare regulations prohibit us from giving your child medication of any kind unless you have filled out and signed a "Permission to Administer" Form accompanied with a note from the child's doctor. All medication must be in the original, labeled container.

No aspirin or other non-prescriptive medicines will be administered by the staff (unless noted with permission by your child's doctor). Over the Counter medication must be accompanied by specific instructions from your child's physician. The instructions must state the dose, time and reason for the medication. Staff cannot make any medical determinations.

## Illness Policy

In order to care for your child and to protect all of our participants and staff, we ask for your cooperation and understanding regarding our illness policy. You are asked to call the program if your child is going to be out sick. More importantly, we ask that you notify the program Director and staff if your child has any contagious illness to prevent the spread of such to others.

If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to the program until this time period has passed. Please provide the Director with a doctor's note when requested to show that your child is in fact cleared to come back to the program.

A child, who shows symptoms of the following, should be kept home until he/she is better. In addition, if a child shows any of the following signs of illness while at the program, you will be called so that the child can be sent home. Symptoms include but are not limited to:

-  Temperature of 100 degrees or higher
-  Diarrhea

- ✚ Vomiting
- ✚ Severe Coughing
- ✚ Discharge from eyes, redness, inflammation (Conjunctivitis)
- ✚ Weeping or bleeding skin lesions that are not covered with a dry dressing.
- ✚ Swollen joints
- ✚ Visibly enlarged lymph nodes (neck)
- ✚ Rash
- ✚ Head Lice

If your child has any of the following communicable diseases, you are required to keep him/her home for the duration of the illness (or until it is no longer contagious to other children).

- ✚ Chicken Pox
- ✚ German Measles
- ✚ Mumps
- ✚ Measles
- ✚ Lice (May only return if nit-free)
- ✚ Hepatitis
- ✚ Conjunctivitis
- ✚ Impetigo

Chicken Pox: Minimum exclusion, one week. Your child should not return until the rash is completely dry or crusted

German measles: after rash disappears

Mumps: 9 days after onset of swelling

Measles: 5 days after rash begins

Lice: after treatment has been completed and all eggs (nits) are gone from the hair

Hepatitis: 3 weeks after onset of jaundice

Conjunctivitis: Your child can come in the day after prescribed medication is applied

\*\*Impetigo: Children may not return until all symptoms of the disease have cleared up

\*\* A physician's release form is required for a child returning after a case of impetigo\*\*

# Emergency Plan - 606 CMR 7.11

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Fire Drills, Disaster Plans and Evacuation Plans are reviewed and practiced with the staff prior to the start of the school year. Practice drills are conducted throughout the length of the program with the children and discussed throughout the year.

## Payment

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Tuition for ASP is collected on a monthly basis. Your monthly fee is based on the number of days per week that your child is enrolled. All monthly fees are due by the 1st of each month. This will be strictly enforced for the 2016–2017 school year.

You are responsible for the days your child is registered for. There are no refunds, transfers or payment adjustments for absences.

There are two options when paying for your childcare with Brookline Recreation:

**Installment Billing:** At the beginning of each billing cycle you will receive an electronic bill to your email and your amount will be posted to your account. You will be responsible for sending in a check or cash, paying over the phone (Visa/MasterCard), money order, or through your Brooklinerec.com account.

A \$20 fee will be charged for all returned/bounced checks. If a check is returned, only cash, money order or credit card will be accepted from that point forward.

**Auto-Payment:** You may store a Visa or MasterCard on file with the Brookline Recreation Department. At the beginning of each billing cycle your payment will be withdrawn automatically from your account. **If you would like to set up automatic payments, please call billing at 617.730.2069.**

## Parent Handbook Sign-off Sheet: 2017–2018

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I have read and understand all the policies in the Brookline Recreation Department After School Program Handbook. I agree to follow the handbook policies accordingly.

I do understand that all policies listed in this handbook will be enforced, and failure to comply with the policies, is reason for immediate termination.

**This form must be completed and submitted before your child begins the program. It will be placed in their file for reference.**

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Child's Name (Please Print)

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Parent or Guardian (Please Print)

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Signature of Parent/Guardian

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Date