

BOWEN AFTER SCHOOL CARE PROGRAM, INC
280 Cypress Street, Newton MA 02459 617-969-3130

PARENT HANDBOOK



39 Years of Outstanding Care!

Please return signature page after reading this information.

INFORMATION PAGE

Important Phone Numbers

Bowen After School Care Prog. Phone 617- 969-3130
Bowen After School Care Prog. Fax 617-969-2311

Director Ellen Carter

2013-2014 Board Members

Caren Friedman, President
Sandra Kogan, Vice President
Ruth Talvacchia, Treasurer
Sabine Akabayov, Secretary
Dan Drummond, At Large
Alison Tarmy, At Large
Andrew Welch, At Large

License # 300479
Early Education and Care
1250 Hancock St. Suite 120 S
Quincy, MA 02169
www.mass.gov/eec

Tuition/Billing Questions:
Will Chamberland 617-969-3130
Call 10 am-2:30 pm
(Please, no calls on Tuesdays)

Federal I.D.# (for tax purposes)
#23-737-6759

STANDARD for BASCP's MISSION

The BASCP Leadership and Teaching Teams have established baseline expectations of ourselves and the children in our program. Expectations include respect for oneself and others, contributions to an inclusive community, personal accountability, and desire to explore new things. Beyond this, we have established standards to enhance our Mission.

Our Standard to achieve this is in four parts;

Each day we will ensure that children have a *safe, clean and inviting environment* in which to thrive. We will help our children develop self and group awareness of their relationships to their environs so that they will become responsible stewards.

Each day we will strive to achieve *our personal best* on the job. We will model good work ethics through preparedness, effort and communication. We will share our passions and interests to inspire others.

Each day we will foster *community membership* through caring and cooperative relationships. We will work collectively toward the common goal of respect, so that children will develop an increased understanding of one another and become responsible members of society.

Each day we will provide *enriching activities* to enable exploration of the self, others, and the wide world beyond.

PROGRAM GOALS

The Bowen After School Care Program. . .

. . . aims to provide a warm, supportive and safe setting (both emotionally and physically) for children whose parents work, train, or are otherwise involved in activities that keep them away from home during after school hours.

... offers a program plan with many challenging activities to promote the child's physical, intellectual, emotional, and social well-being and growth, while allowing for individual choice and diversity. Input from the children is always sought and welcome.

. . . is structured to promote the development of decision making skills and foster a sense of responsibility. Teachers are there to guide the children through their choices and assist them in directing their energies towards positive outcomes.

. . . provides opportunities that enhance self esteem and develop the values of social consciousness, Multi-cultural awareness, respect for ourselves, others, and our community.

. . . fosters a sense that we all have a purpose and are unique and valuable individuals as well as responsive and responsible members of the community (family, school, town, etc.).

. . . believes that children learn through play and will offer activities that will help them master a variety of human interactions, from lasting friendships, and take responsibility for their own actions.

. . . rents and shares space within the Bowen School, including the outdoor playground space, as well as using the community's resources to provide enrichment for all ages.

. . . transitions and prepares for the time when the child will be too old for after school by promoting and encouraging independence and the responsibilities that go with it.

PROGRAM COMPONENTS

Kindergarten Extended Day

This Program operates from 12:30 - 3:00 p.m. on Mondays & Wednesdays, or Thursdays & Fridays. The children are involved in a structured, supervised atmosphere, which does allow for individual choice. The structure of the routine (which includes meeting, free play, theme activities, story, and outdoor play) provides for safety and security while choices within the routine allow for each child to venture safely to explore and become involved. Kindergarteners who stay until 5:55 have the added opportunity to interact with older children and participate in a wide variety of activities.

Kindergarten-1st grade Stars After School Program

Operating from school dismissal to 5:55 p.m., this program involves children in Kindergarten and first grade. All aspects of the program, from snacks to meetings, to the activities, are structured to encourage the development of social, emotional, physical, cognitive, and recreational skills. The program provides a wide variety of supervised activities, both indoor and outdoor, which are age appropriate. These include arts, crafts, cooking, dramatic play, creative construction, nature and science exploration, games, homework, music, singing, reading, and field trips. Again, this aspect of the Program is structured and supervised yet it is open to individual choice and decision making on the part of the children. The phone number is: 617- 969-3130.

2nd – 3rd grade Comets After School Program

Much like the Stars Program, the Comets Program operates from school dismissal to 5:55 p.m. This program involves children in 2nd grade and 3rd grade. All aspects of the program, from snacks to meetings, to the activities, are structured to encourage the development of social, emotional, physical, cognitive, and recreational skills. The program provides a wide variety of supervised activities, both indoor and outdoor, which are age appropriate. These include arts, crafts, cooking, dramatic play, creative construction, nature and science exploration, games, story and homework, music, singing, reading, and field trips. Again, this aspect of the Program is structured and supervised yet it is open to individual choice and decision making on the part of the children. The phone number is: 617- 969-3130.

4th-5th grade O-ZONE After School Program

The O-Zone 4th and 5th graders will be located in Bowen School, in their own designated space. Teachers and children work closely in planning the program, which is specifically geared towards older children. Goals are similar to the younger children's program, though specifically geared to their interests. The phone number is: 617- 969-3130.

THE PROGRAM

OVERVIEW 38 YEARS DEDICATED TO QUALITY CHILD CARE

The Bowen After School Care Program is a private, non-profit, parent cooperative operating since September 1974 in the Bowen School. It is administered and financed by the parents of children enrolled. The program is governed by a Board of Directors that serves the corporation as prescribed by the by-laws. The Board's responsibilities include hiring the Director and overseeing the policy and decision making for the Program's operation. The Board is made up of parents in the Program who are elected at the Annual Meeting held in February/March. All parents, however, are eligible to be involved in policy considerations and/or to serve on committees, and are urged to participate. Board meetings are held monthly. The Bowen After School Care Program administers its Program without regard to race, age, religion, cultural heritage, national origin,

political beliefs, sexual orientation, marital status, sex, toilet training status, or disability. The Program agrees to act in accordance with chapter 180 of the Massachusetts General Laws and meets the licensing requirements established by the Department of Education Early Education and Care.

HOURS

The Program operates from 12:30 to 5:55 P.M. five days a week. Children must be picked up by 3:00 P.M. from Extended Day, or 5:55 P.M. from the After School Program. The School Department closes the school building at 5:55 P.M. - without exception. Please arrange for another parent to pick up your child in the event that you are delayed. After School Staff members are usually in the BASCP office (located on the lower level of Bowen School adjacent to our Room 06) after 11:00 A.M. for planning meetings and scheduled parent conferences. The BASCP phone number is: 617- 969-3130.

SCHEDULE OF BASCP CLOSINGS

BASCP follows the school calendar. Therefore, we are closed on Rosh Hashanah, Yom Kippur, Columbus Day, Veteran's Day, Thanksgiving Recess, December Vacation, New Year's Day, Martin Luther King Day, February Winter Vacation, Good Friday, April Spring Vacation (may run an optional full day program if there is enough interest), and Memorial Day.

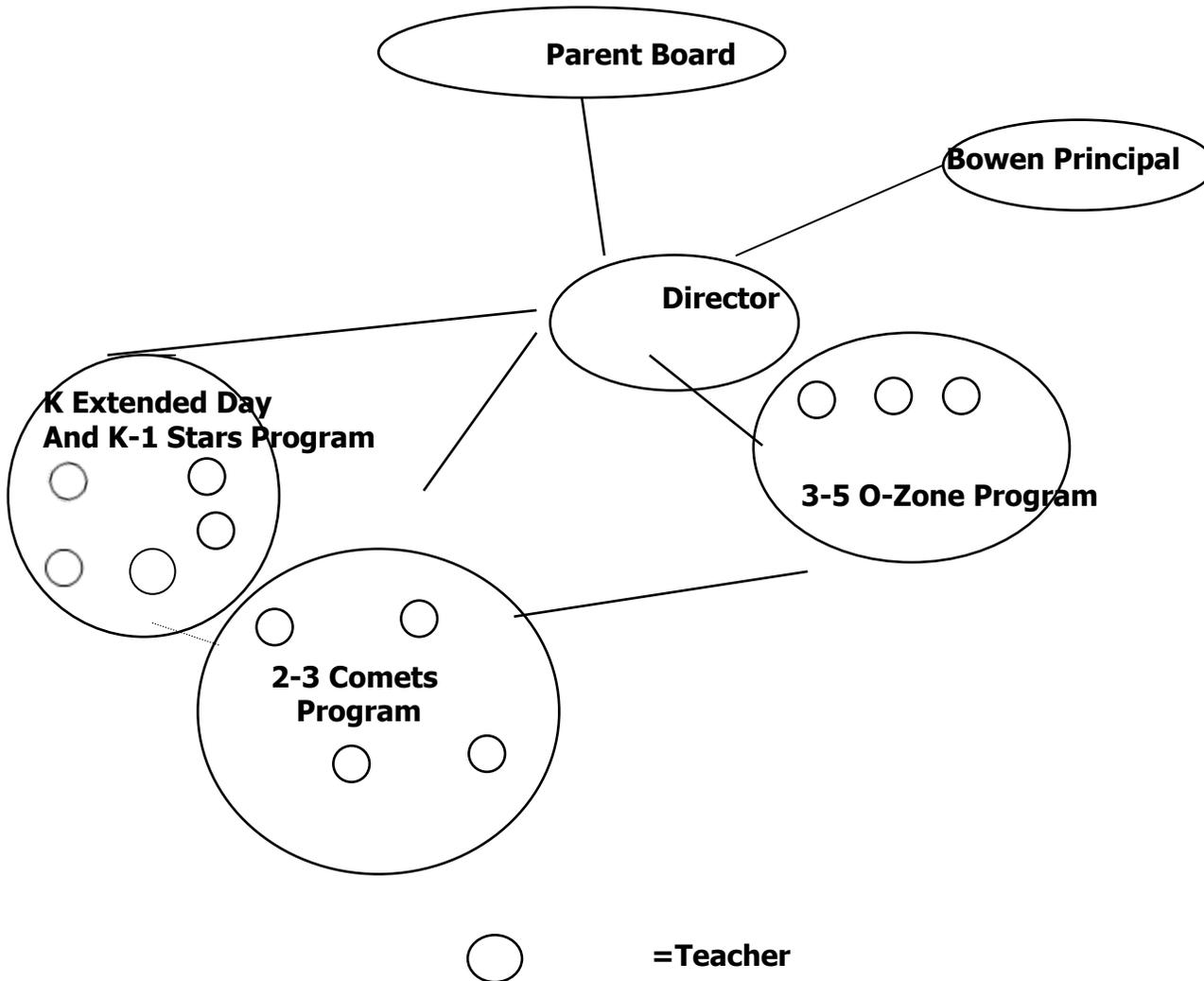
EMERGENCY SCHOOL CLOSURES

Due to extreme weather conditions or an unforeseen emergency, the City of Newton may close the school building early. Students will need to be picked up by the time set by the city. BASCP regrets any inconvenience to families.

STAFF

The After School Program is staffed by a Program Director and a team of highly qualified and experienced (full and part time) teachers. Three Site Coordinators run the daily operations of the program components. The teachers will receive 20 or more hours of training throughout the year through supervision, workshops, staff meetings, and keeping up certification in medical training in order to meet the needs of the children. The teacher to child ratio is usually 1:8. The staff maintains a cooperative and consultant relationship with the Bowen School faculty and the Bowen Special Needs Team.

**Bowen After School Care Program. Inc.
ORGANIZATIONAL CHART**



SNACKS / LUNCHES

Each day a nutritious snack is served between 3:00 and 3:30 or 3:30 and 4:00 depending on the program. Snacks generally include juice, a fruit or vegetable, and crackers. Our goal is to provide children with the energy to go through the afternoon as well as providing a variety of foods that, for the most part, are low in fat and sugar content. We also take into account, as much as possible, any food allergies and dietary restrictions.

All children who attend the program on Tuesdays and Early Release Thursdays eat their lunch at the program. Each child is encouraged to eat most of his/her lunch in anticipation of the long day still ahead.

HOLIDAYS, VACATIONS, SNOW DAYS, AND EMERGENCY CLOSINGS

The program observes the same legal holidays and vacations as the elementary schools. It does not operate when public schools are closed due to holidays or weather conditions. Should the school declare an early dismissal due to an emergency; every effort will be made to contact parents by phone to make arrangements to pick up their children. A vacation program with full day care will be considered for the April Break depending

on staff availability and enrollment numbers. Parents will be notified in advance whether or not the program will operate.

TRANSITION PLAN

The Bowen after school program is divided into three components, a K-1 program, a 2-3 program and a 4-5 program. Each group has its own Coordinator, staff and activity schedule. During the month of May the coordinators begin to prepare for the transition of the children to the next component of the program if applicable. We plan a step day in which children are able to spend the afternoon in the program where they will be next year. They have an opportunity to meet and talk with staff, eat snack, participate in the activities and have time to do their homework. We feel this makes their transition to the new program easier. We also make time during our staff meetings to discuss the children with the staff to prepare them for the new children they will receive.

If a child leaves Bowen After School Program to attend another program parents can request in writing that we speak with the new program to help the transition be easier for the child. In addition, if a new parent would like the child's former program to be contacted for a smooth transition the program may do this with prior written parental permission.

PICK UP AREAS

Pick up locations will generally be as follows: Extended Day children should be picked up by 3:00 in the Free Play Room. Kindergarten children will be picked up in designated classrooms. Kindergarten and 1st grade children should also be picked up in the Free Play room. Second and third grade children should be picked up in their upstairs designated base room (look for signs in the hallway). 4th-5th graders should be picked up in the O-Zone. All children must be picked up by 5:55 pm by an authorized person age 15 or older. No child will be released to anyone other than their parents without written permission or a phone call from their parent.

Occasionally your child will be involved in an activity in another area. In order to allow you to easily find your child at pick up time, as well as the Program to offer an open structured atmosphere for the children, your child should check in with the teacher in the room or area of the school she/he will be in. We ask that, upon pick up, you help by reminding your child to shake hands good-bye with a teacher and for you, the pick-up person, to sign out. Thank You! We appreciate your help in reinforcing this responsibility with your child.

OUTDOOR PLAY

Children play outdoors whenever the weather permits. BASCP will provide at least ½ hour of active play indoors or outdoors each day. Please make sure your child has the proper clothing at school, especially during the colder weather months and muddy spring. A change of clothing including socks and underwear must be kept in your child's After School locker. They should be labeled with your child's name. Please check these items regularly and replace as needed. If you wish to have your child remain indoors for some reason, please notify the teachers beforehand.

PROGRAM DESCRIPTION

M,W,Th, F

12:30 - 3:00

Kindergarten Extended Day: We provide daily opportunities which help meet physical needs, establish routine habits, and positive health attitudes. A teacher will be at Kindergarten classrooms to greet children, take attendance, instruct children on what they need to bring to their classroom, remind children to use the bathrooms and wash their hands, and walk to the classroom together. The group has a meeting time, and does indoor structured and free play activities, outdoor play, as well as a story time.

Indoor Activities: Construction activities with blocks and other materials; music; language and literature with books, stories, discussion, conversation; manipulative materials...puzzles, scissors, pegboards, etc.; card and board games; dramatic and housekeeping play; art materials; records and tapes for listening; cooking experiences; and teacher directed activities (may be based on a weekly theme).

At 2:45 children should be getting ready to be picked up, go to their bus, or go outside.

3:00

Kindergartners are picked up by their parents, brought to the bus or are in their snack room and joined by 1st graders that arrive.

K's and 1st graders Meet Attendance person at their classroom and arrive to the snack rooms by a supervised walk. Children then have snack with daily meeting.

2nd and 3rd graders arrive by an unsupervised walk and check in with attendance person. Children then go outside to play until snack time. On rainy days 2nd and 3rd check in with attendance person and have the choice of free play or the gym.

4th to 5th graders arrive by an unsupervised walk and meet the Attendance person and have snack with daily meeting.

TUESDAY (plus Early Release Thursdays)

12:30 - 3:00

Kindergartners and 1st graders will be picked up at their classrooms by a teacher and go to their appropriate classroom for lunch. After lunch they will all go outside for approximately 30 minutes, then they will begin their choice time. Free play inside and outside (or gym), and a teacher-directed activity is available.

2nd and 3rd graders check in with the attendance person and go to their classrooms for lunch. Here any problems are resolved and announcements are made. After lunch they will all go outside for approximately 30 minutes, then they will begin their choice time. Free play inside and outside (or gym), and a teacher-directed activity is available.

4th to 5th graders check in with the attendance person and go to their classrooms for lunch and a daily meeting. After lunch they will all go outside for approximately 30 minutes, then they will begin their choice time. Free play inside and outside (or gym), and a teacher-directed activity is available.

Approximate Schedule:

2:30 - 3:00

Brain Learning Time (BLT), an all-Program activity.

3:00-3:30

Snack

3:30-5:55

Choices: Free play, Activity or Club offered,
Open Gym (or Outside)

MONDAY , WEDNESDAY, THURSDAY and FRIDAY

3:00-3:30 **Arrival:** Both Youngers & Olders check in with attendance person in hall, put belongings away, and go out. Kindergartners may go inside for quiet time.

3:30-4:00 **Snack:** Children go to their appropriate classrooms for snack and meeting.

4:00-4:30 **Afternoon Activities**

Choices: Free Play; Activity or Club; Gym or Outside time for predetermined age/grades.

Free Play: Blocks and accessory materials; puppets; dramatic play and housekeeping play; puzzles and card games; manipulatives, art materials; reading corner; crafts projects and hobbies; homework; music; board games; science and nature.

Outdoor Activities: Physical activities which involve running, hopping, skipping, jumping, balancing, climbing, such as jump rope, kickball, circle games, hopscotch, etc.; Team sports and organized games, dramatic play; gardening; wood working craft projects and hobbies; science and nature projects; sand, mud and water play; sledding; fort building; etc.

5:00-5:30 **BLT:** K's have story, upper grades do homework

5:30 - 5:45 Clean-up of all rooms used. Children prepare for going home and get all belongings from lockers, go to the bathroom). Individual and small group (quiet) indoor activities.

5:55 Program closes. Children who have not been picked wait with a designated teacher(s) at Bowen in Free Play Room 06 and in the O-Zone.

DAILY CHOICES (At Bowen After School Care Program)

Free Play

Blocks and accessory materials; puppets; dramatic play and housekeeping play; puzzles and card games; manipulatives; art materials; reading corner; craft projects and hobbies; homework; music; board games; creative dramatics; science and nature.

Outdoor Activities

Physical activities which involve running, hopping, swinging, jumping, balancing, climbing, such as jump rope, kickball, circle games, hopscotch, etc.; Team sports and organized games, dramatic play; gardening; wood working; craft projects and hobbies; science and nature projects; sand, mud and water play; sledding; fort building; etc.

Teacher Directed Activities

Each day a teacher directed activity is offered. Materials, subject matter and length may vary. Arts/Crafts, science, nature, and music are often included in activities. Children are encouraged to complete projects and actively participate in planning, constructing, and clean up of activities. These activities provide opportunities for improving small motor skills, increasing problem solving skills, developing creativity, and acquiring life skills, etc.

Gym

Teacher directed gym games appropriate to specific age groupings are provided. Opportunities abound for children to develop their gross motor skills, their hand - eye coordination, and good sportsmanship skills. Some familiar games played are: Ten Pin, Can't Cross the River, Capture the Flag, etc.

Homework/Reading Time

Children are provided with a space and time on a daily basis for working on their homework and daily reading with the supervision of a teacher. All children are encouraged to participate in "Brain Learning Time" activities. Kindergartners will have a story time during K Extended Day, as well as, in during After School time.

Clubs

Clubs are opportunities for children to spend a longer period of time in depth in a particular area of interest. Using various resources (journals, videos, field trips, workbooks, hands-on activities) children are able to explore areas in which teachers are highly proficient.

Transitions Between Activities

The Bowen After School Care Program follows a daily schedule therefore; the children always have snack, homework and activities at the same time. The part-time staff members arrive at 2:30pm every day, this gives them ½ hour to plan and prep their activity. They also make an example of their project to show the children at meeting time. Our day begins at 3:00pm when the children arrive from school and attendance is taken. Depending on the program component the children either go outside or to their snack room. Throughout the remainder of the day whenever children move from one activity to another they line up with their group and the staff takes attendance to make sure everyone is accounted for. Our verbal and visual cue is used if the children need to pay more attention in line. The cue is called jackals up, where we all make horns with two fingers. Once everyone is accounted for we walk to our next destination. During choice time children are able to choose between a teacher led activity, free play, or outside/gym depending on the weather. Walkie talkies are vital to our transition process. The staff communicates to each other when they are ready to dismiss the children and then proceed to their designated area. The children line up and walk to one of the three areas previously described where a staff person is waiting for them. We use the walkie talkies to allow the children to move from one activity to another. If a child is done with one activity and wants to move to another it is communicated to the staff person receiving the child so we know they arrive to the new location safely. Teachers keep an up to date attendance in each location.

Field Trips and Field Trip Transportation

At least twice a month a field trip by our program bus is offered to interested children. Walking field trips are more frequent and often more spontaneous. Children will have the opportunity to visit favorite places, as well as, new sites. We ask parents to authorize spontaneous local trips by written consent.

Enrichment Programs

The Program will hire specialists in certain fields (such as Karate, Gymnastics, Chess) to teach appropriate skills to interested children. At an additional cost, children who choose to participate in these Programs will meet on a regular basis for a pre-determined length of time. These Programs happen both on and off site.

Older's O-Zone Program

Please consult monthly Calendars for this individual program to find out about the daily activities and special events your child may be participating in while at this site. The older kids program has been a much looked forward to part of growing up in our Program. The O-Zone has it's own Gym and playground time, as well as designated rooms for games and arts/crafts. Staff are keenly in tune with the changing needs of older children.

GENERAL POLICIES

Messages / Communication

Special messages, such as special care for your child, a new person picking up your child, a new telephone number, or one child going home with another should be given to the After School staff. The staff will not allow children to be picked up by anyone not authorized on the application. All special messages should be given to a teacher in writing, or phoned in early.

Absences

Please notify the Program by phone message or written note if your child has attended school but will not be attending the Program. We undertake extensive searches for children who are missing and for whom we have no information. If a child does not arrive at the program as expected the Coordinator will check in with the classroom teacher, look on the bus, check the front office sign out book, search the building, and call parents. If there is we are unable to get in contact with the parents, the Director will drive to the child's house. As a last resort 911 will be called to report a missing child. There is nothing more frightening than a missing child!!!

Illness

In case of serious illness children do not come to the program. This includes fevers, nausea, vomiting, diarrhea, flu like symptoms, persistent cough, and general malaise. If your child exhibits any of these symptoms while at the Program, we will be contacting you to come pick up right away. A child must be fever free/symptom free for at least 24 hours before returning to the program.

Infectious Diseases

BASCP follows exclusion policies for serious illnesses, contagious diseases and reportable disease in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.

- All Program parents are notified in accordance with the Department of Public Health recommendations when any communicable diseases and conditions have been introduced to the program such as lice, scarlet fever, impetigo, ring worm, scabies, Fifth's Disease, and Chicken Pox.
- BASCP must follow the recommendations of the Department of Public Health regarding the use of insect repellents.

GUIDELINES FOR PREVENTING THE SPREAD OF COMMUNICABLE DISEASES

1. Always wash hands well with soap and water before and after administering first aid.
2. Use of non-sterile gloves is recommended if contact with blood or bodily fluids, secretions, or excretions are anticipated. This recommendation is particularly important to persons who have cuts or abrasions on their hands.
3. Dispose of items used in administering first aid, such as gauze pads, gloves, etc. in double plastic bags that are tied off.
4. When cleaning up any "spills" from bodily fluids, (such as blood, urine, vomitus, etc.) the best solution to use is 1-9 parts of bleach and water (which should be premixed and readily available in the main After School room), however, any type of commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) may be used. Evidence of registration by the EPA will be indicated on the product label.

CONDITIONS WHICH NECESSITATE PARENTS TO PICK UP A CHILD:

- Fever 100° or higher
- contagious illness
- discomfort of child
- persistent wheezing/asthma attack
- oozing or redness in eyes
- vomiting
- undiagnosed rash
- diarrhea
- head lice

EXCLUSION POLICY FOR SERIOUS ILLNESS, CONTAGIOUS DISEASE, REPORTABLE DISEASE:

The policy follows the same guidelines pertinent to the Newton Public Schools. Children are excluded from participation in the program due to:

- high temperature
- vomiting
- contagious illness
- undiagnosed rash
- communicable diseases
- persistent wheezing/asthma attack
- diarrhea
- head lice* Please see Lice Policy in Parent Handbook

CONDITIONS UNDER WHICH CHILD MAY RETURN TO PROGRAM:

- OK'd by school nurse and NPS policy. (Note: NPS "H1N1" Policy followed by BASCP)
- Fever free for 24 hours
- Chicken pox completely dry
- Ointment applied to conjunctivitis
- 24 hours of antibiotic for strep infection
- Impetigo or ring worm are localized and covered
- Vomiting and/or diarrhea has discontinued for 24 hours
- Child has been medicated and all nits/lice removed from hair

In case of an Emergency

In the case of a serious illness, injury, or an emergency at the program site or on a field trip, 911 will be called and children will be transported by ambulance to the nearest hospital.

Lice Policy

BASCP has instituted a new policy regarding head lice. Lice is highly contagious and can spread rapidly to children and staff in school and BASCP as we are all in close proximity throughout the day. Parents/guardians must deal with lice immediately, and continuously; otherwise, getting rid of it can be extremely difficult. BASCP will take the following steps when we detect lice or nits in a child's hair:

1. Isolate the infected child and inform parent (or emergency contact if necessary) to pick up child immediately
2. Notify all BASCP parents that a child in the program has lice
3. Provide the infected child's family with Newton Health Department's guidelines on how to treat lice
4. Notify the Bowen School nurse that the child has lice and/or nits; the nurse will check the child when he/she reenters school

5. Educate children and parents about good health care and the avoidance of lice

If your child has lice, you must:

1. Follow the Newton Health Department's recommendations and treatment procedures
2. Notify the Bowen School and send your child to the nurse upon arrival to school
3. Accompany your child to BASCP after successful treatment and removal of all nits and lice. At that time your child will be checked by BASCP staff. If we find lice or nits, you must take your child home for further treatment.
4. If you are unable or unwilling to comply with this policy, your child will be terminated from BASCP immediately.

For the well-being of your child, strict compliance with the above policy is mandatory. Thank you.

Medication

In order to administer medications to children the following procedures must be followed:

- Prescription and non-prescription medication will be administered only with written parental permission and a signed medication consent form.
- All medications either prescription or non-prescription, must be provided by the child's parent.
- Medication 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.
PLEASE NOTE: MEDICATIONS MAY NOT BE SENT WITH YOUR CHILD TO BE TAKEN INDEPENDENTLY.
- BASCP staff 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.
- 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 the care.
- BASCP will not administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.
- 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, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
Unanticipated Non-Prescription for Mild Symptoms (acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature.
Topical, Non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including 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 applied with notification to parents.	No for items not applied to open wounds or broken skin.

Individual Health Care Plans

BASCP must have an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The health care plan must describe the chronic condition, its symptoms, and any medical treatment that may be necessary while in our care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

Child Pick-up Policy

We will only allow children to be picked up by those persons who have been authorized by parents or guardians, in writing, to do so. Authorized pick up people must be 15 years of age or older. We will not, however, release a child to an authorized person whose behavior is such that we are concerned relative to the safety of the child. Once a child has been signed out of our program they become the responsibility of the pick-up person and must leave the program at that time.

If a 5th grade child has written or verbal permission to walk home unsupervised, they will be signed out by the coordinator of the program at the time specified by the parent and they will then become the parent's responsibility.

Permissions and Releases for Extra Curricular Activities

Often times children sign up for enrichment classes that are not part of the Bowen After School Care Program. In these instances you will need to fill out the Release to Activity Form in order for your child to participate. Even though the classes may be held in Bowen School or your child may be doing extra work with a Bowen faculty member, no child will be allowed to participate in an outside activity without the proper permission. The Program requires special written permissions and releases for the following:

1. Special Activities
2. Field trips
3. Medication
4. Research
5. Child attending another after school activity (Sports, Pottery, Spanish or Scouts).
6. 5th Grade children walking home unsupervised

These permission and release forms are available from the Site Coordinators.

Late Pick Up Policy

At 5:55 p.m. the designated late teacher will wait with any children whose parents have not arrived. Parents will be billed \$15.00 for each late arrival (after 3:00 for Ext Day or 5:55p.m. for After School). A fee of \$30.00 will be charged to parents arriving after 3:10 for Ext Day or 6:10 p.m for After School. A \$50.00 charge will be billed if parents arrive after 3:25 for Ext Day or 6:25 p.m for After School. Chronic lateness could result in dismissal from the Program. Please respect that our Teachers have commitments and families. The Late Fee is billed to you.

Accident Procedures

In the event of an injury, the staff will immediately contact parents. If parents are unable to be reached, emergency contact persons will be called. Please note that in the event of an injury that requires a doctor's care, hospitals will not treat the child without communicating with the parent directly, unless the injury is life threatening. In a life threatening situation, an ambulance will be called and a staff member will accompany the child to Newton-Wellesley Hospital or the hospital designated by EMS. In all other injury situations that require a doctor's care but are not time crucial, the parent will be consulted as to whether it is feasible for the parent to come and transport the child or whether the Program should transport the child to Newton-Wellesley Hospital via ambulance with the child's Emergency Card, Health History Form, and Emergency Care Consent. If the parent and the emergency contact persons are not able to be reached, the Program will call the child's physician and/or the Program's consulting physician. With these procedures in mind, *please make every effort to notify the Program of any changes or additions of phone numbers so that you can be reached easily at any time.*

Abuse and Neglect Policy

After School teachers are mandated to report any suspected child abuse and neglect to the Department of Children and Families, and Early Education and Care, if occurring during program hours. Complete policy is available upon request.

Emergency Contingency Plan

It is the policy of BASCP to stay within the school building except in extreme emergencies. In the event the Program must close early or evacuate the school building due to severe weather, fire, etc., the following procedures will be followed:

Severe weather conditions (snow blizzard, hurricane etc.):

- a) Parents will be notified if time permits, to make pick up arrangements as soon as possible.
- b) Children will continue normal activities but, if possible, contain children to one area of the building rather than spread out throughout the building - particularly if electricity is lost.
- c) As much as possible, prepare to "shut down" all rooms early.
- d) Staff who live a far distance or rely on public transportation will be dismissed.

Contingency Plans for loss of power, heat, or water

If the emergency is loss of power, heat, or water or an emergency that is not an immediate safety issue, children and staff would remain at the site. A custodian is on site at Bowen to both provide assistance, contact the appropriate City personnel, and to provide information regarding the emergency and timeline. Program spaces would consolidate as needed. Other accommodations would be made such as using halls (with emergency lighting) instead of classrooms, staff escorting children to the bathrooms, etc. Providing that telephone lines are working, staff would call parents/emergency contacts for early release as needed.

In a natural disaster affecting the total area, children and staff would use hallways in order to avoid classrooms with window areas.

On Cypress Street, there are families familiar with our program. In the event of an emergency, these families may also be resources for assistance, phone use, etc. BASCP staff will also have cell phones available to contact local authorities and parents.

Immediate evacuation (fire)

- a) Follow the fire drill plan: Get out of the building with your group of children and go to the designated waiting spot in the upper field for further instructions from the Director or Site Coordinators.
- b) Designated staff person will "sweep" the building.
- c) All help in the taking of attendance.
- d) The program has 2 cell phones to contact local authorities and fire department after facility has been evacuated.

Evacuation (unsafe building conditions, early Program closing)

- a) The program has 2 cell phones to contact local authorities and fire department after facility has been evacuated. After the authorities have been contacted, staff will begin calling families for immediate pick up of children. Cell Phone 1= 617-893-9013. Cell Phone 2=617-893-9014.
- b) Staff will prepare children for the transition to an EMERGENCY SITE. K-5 Program at BASCP will go to Lutheran Church on Centre St. If possible, a sign will be placed on the door of the school stating the relocation sites address and phone #'s for contact.
- c) Program spaces will be shut down according to usual procedures.
- d) Children will be escorted/walked by staff to agreed upon locations.
- e) Take simple snack items and a few board games with you to the designated emergency site.
- f) Prior to evacuation, maps and lists of which children are at which site should be posted for arriving pick up people to easily find.
- g) Take the Evacuation Box and Bag along with all Medication Boxes, Master Attendance Books, and First Aid Kits.

In any of these scenarios, staff should try to remain as calm and reassuring as possible as well as try to create a familiar environment - some children will need extra TLC.

Missing Child

When attendance is taken during the evacuation and a child is missing follow these steps:

1. Alert the Coordinator/Director
2. Ask other staff if they know the whereabouts of the child
3. If safe to do so the Coordinator/Director will return to the spot where the child was last known to be.
4. Alert the authorities. Give the name of the child, a brief description, and the location of where the child was last.

Children's Records

In accordance to EEC Regulations, BASCP, Inc. will maintain records, including accounts, attendance, First Aid and other logs for a period of five years. Children's records will be saved for five years after a child leaves the program. Copies may be requested in writing by the parent or guardian.

PARENT COMMUNICATION AND INVOLVEMENT

At Bowen After School Care Program, we strive on a daily basis to keep our environment safe, both physically and emotionally, for everyone. Our goal is to ensure that the children, parents and staff feel comfortable expressing themselves, and do so in a respectful and courteous manner, knowing that they will be responded to respectfully and courteously.

PARENT INPUT

We recognize that feedback and suggestions from parents are essential to the development of the Program and it's policies. We want to welcome parents to give their input at any time and in several ways;

- Informal conversations or planned meetings,
- Phone calls or notes may be directed to the Teachers, Site Coordinators, Director, or Board Members.
- Parents are also welcome and encouraged to attend Board Meetings to give their feedback or suggestions. Notify the Director to place you on the Agenda.

PARENT CONTACT TEACHER

Each family will have a "Parent Contact Teacher." Teachers will make every effort to be in contact with parents often regarding their children's progress, and in general, how the day went. It is also very helpful, when parents make a point of checking in with Teachers on a regular basis with information that may be important for us to know when working with your child, as well as with any questions you may have of us. This communication may occur at pick up time, by written notes, or by phone. If there are better methods to communicate with you, please advise your Parent Contact Teacher as soon as possible. Parents will be informed as to who their Parent Contact Teacher is in early September.

CONFERENCES

Occasionally teachers will request a conference with parents to discuss the progress of a child. Parents, however, are always welcome to initiate this meeting. Simply contact your Parent Contact Teacher or the Director to set up a mutually convenient time.

CHILD EVALUATIONS

In February, you will receive a mid-year written evaluation of your child from your Parent Contact Teacher. This is intended to give you a quick snapshot of how your child spends his/her time with us in BASCP and what we are working on with your child.

CONFIDENTIALITY

BASCP will request blanket permission to post photos of children *within* the program only. At no time will photos or videos be posted outside the program, on the internet, or sent through any electronic method without written consent by the parent or guardian. Unless given explicit permission by the parent or guardian, no child will participate in fundraising, research or publicity activities.

PARENT PARTICIPATION

Parents are welcome to visit the Program unannounced while their child is present and observe the activities of the day. All parents or guardians of children in the Program are encouraged to participate actively in the affairs of the Program. Some of the family events held each year are; All Program Welcome Back Night, Annual Meeting, Spring Ice Cream Social. Parents are also encouraged to participate by doing a Parent Job, serving on the Board of Directors, or participating on one of the non-Board committees such as fundraising. In addition, each parent is responsible for attending at least one School Committee Aldermen Meeting, or writing two letters to these groups. Phone calls to School Committee Members and Aldermen are also strongly encouraged. These communications are extremely important in insuring that City and School officials are aware of our concern and strong support for quality child care.

Sample Parent Jobs may include: Preparing age appropriate video/audio tapes or computer software to use on rainy days, helping to plan or organize the Welcome Back Night or Ice Cream Social, or being a guest Teacher and leading an activity or sharing a skill with the children. If you see a need at our Program that you can fill, please let us know!

PARENT CONCERNS/GRIEVANCES

If a parent disagrees with a Teacher's approach to a particular situation or children's programming, the appropriate course of action is for the parent to discuss the issue privately with the Teacher, and if necessary, with the Program Director.

Any individual with a concern about a staff member should address his/her concern to the Program Director. If the concern is regarding the Director, the individual may direct this concern to the Board President. Concerns from children and/or parents are regarded as serious matters and will be addressed promptly.

RULES FOR GUIDING CHILDREN'S BEHAVIOR

(This page has been taken directly from the BASCP Staff handbook. Please ask the Director to review the Staff Manual at any time.)

Children have a right to be supervised at all times.

- Always know the number of children under your supervision.
- Always have the appropriate staff/child ratio for the group.
- Recruit another staff member to supervise your group if you ever need to leave an area.
- Never leave children unsupervised.
- Only release children to authorized persons.

Children need to respect the rights of other children to fully participate in all activities in the program.

- Children need to care for equipment and return materials to the appropriate place.
- Children have a right for it to be quiet for directions, stories, etc.
- Children have a right to be given clear expectations for their use of an area.

Children have a right to be safe from physical harm or injury by other children.

- Any child causing harm to another child needs to be restrained.
- Any child causing harm repeatedly needs to be removed from that activity or the program.
- Children need to walk while inside the building.
- Children may throw balls while outdoors or in the gym only and cannot be allowed to throw other objects inside or out.

Children need to respect the property of the After School Program, the school building, playground, and any other area they visit.

Children have a right to be talked to and interacted with by staff continuously through the day.

- Staff need to position themselves so they can continually be listening and talking with children.
- Staff need to sit at tables or on floors where children can have easy access.

Staff members need to give clear information to children regarding their expectations for behavior.

- Any conflict needs to be resolved through discussion or removal from the activity.
- When talking with a child, a staff member should be within five feet and establish eye contact.

The Following Practices are Strictly Prohibited

- Spanking or other corporal punishment of children
- 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
- Depriving children of outdoor, meals, or snacks, force feeding children or otherwise making them eat against their will, or in any way using food as a consequence
- Disciplining a child for soiling, wetting, or not using the toilet forcing the child to remain in soiled clothing or to remain on the toilet
- Or using any other unusual or excessive practices for toileting
- Confining a child to a swing, chair or any other piece of equipment for an extended period of time in lieu of supervision and
- Excessive time out.
- Time out may not exceed each year of the child's age and must take place within an educators view.

Educators must direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within it.

Educators must have a method of communicating effectively with each child.

Guiding Children's Behavior

A. Implementation of Behavior Guidance Techniques

1. Prior to children's first day, staff meet to set up behavior management methods and rules.
2. At the beginning of the school year, the rules are explained, the limits set, the guidelines outlined for appropriate and inappropriate behavior to the children. These rules may be modified throughout the course of the year but always with the children's knowledge and participation.
3. No child shall be subject to abuse or neglect, 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.

B. Behavior Guidance Techniques

1. Verbal Warnings - addressing the specific issue.
2. Action - removing the child from the situation or area.
3. If inappropriate behavior persists, the child will be told he/she will have to spend a specific number of minutes apart from the group and/or activity. After specified time has elapsed, the teacher and child discuss the behavior which led to the "time out".

C. Notification of Parents/Guardians to Avoid Suspension and Termination

1. Parents/Guardians will be notified if and when a child seriously hurts another child or him/herself.
2. If inappropriate behavior persists, a conference will be arranged with parent(s), teachers, and when deemed appropriate, the child.
3. Offer referrals to parents for evaluation, diagnostic or therapeutic services.
4. Pursuing options for supportive services to the program including consultation and educator training.
5. Develop a plan for behavioral intervention at home and in the program.

D. Grounds for Dismissal from Program

1. If the above procedures have been followed and at least 3 parent conferences have occurred and no improvement is shown, the Program reserves the right to dismiss the child.

ENROLLMENT INFORMATION

Eligibility

Children in Kindergarten through fifth grade are eligible to attend Bowen After School Care Program.

Enrollment

Families looking to enroll in the Bowen After School Care Program are encouraged to visit the program during our Annual Open House, Bowen School's Welcome Hour, or call to arrange a visit with the Director and/or Coordinator. Our Parent Handbook is now available on our website, www.bascp.org for parents to review prior to enrolling if they desire. Upon enrolling in the program parents need to print and return a signed copy of the signature page of the Parent Handbook. Parents are also responsible for making sure that BASCP has all necessary forms on file before their child can begin in our program. It is also important to keep us updated as information changes.

Enrollment in the **Kindergarten Extended Day Program** is for two days a week (Monday & Wednesday, or Thursday & Friday).

Children may be enrolled in the **After School Program** (school dismissal to 5:55 p.m.) on a full or part time basis, with a 2- day minimum requirement.

If a child fails to adjust after a reasonable time, the Director, after thorough discussion with the parents, the Board of Directors and school professionals, has the right to request that the child be withdrawn.

Withdrawal

Parents who wish to withdraw their children must give written notice 30 days in advance to the Director, Bowen After School Care Program, 280 Cypress Street, Newton, MA 02459. Parents, however, are still obligated to continue payment of tuition unless the slot can be filled. No withdrawals will be permitted after November 1.

Fee Adjustments

Parents are responsible for tuition even if a child is ill. If a child becomes temporarily disabled or ill for an extended time, and if the parent notifies the Board of Directors, the Board may reduce the fees or take any other action that seems advisable for the situation. There is a charge of \$ 50.00 for each enrollment change.

Financial Assistance

There is a limited amount of financial assistance available. For information, contact the Director of the Program.

Tuition Information

The Program is a parent cooperative and is very tightly budgeted. Needless to say, it is extremely important that families fulfill their financial obligations in a timely manner.

Payment is due on the first of each month. If there is a question about a payment, call Will Chamberland, 617- 969-3130 between 10 am-2:30pm (No Tuesday calls, please). Failure to make tuition payments within the scheduled time will result in a follow up letter and/or phone call from the Program. Non-payment of tuition will be cause for termination from the Program.

Upon enrollment, parents will be obligated to pay tuition in full, for the year, regardless of days dropped or early withdrawal, unless a replacement can be found to fill the slot. Please mail all tuition payments to:

**B.A.S.C.P.
280 Cypress St.
Newton, MA 02459**

Payment Schedule

<u>Payment #</u>	<u>Date Due</u>	<u>Payment #</u>	<u>Date Due</u>
1	June 1	6	December 1
2	August 1	7	January 1
3	September 1	8	February 1
4	October 1	9	March 1
5	November 1	10	April 1

September 2013 - June 2014

TUITION AND ENROLLMENT FEES

The following are the full-time and part-time options available. Other enrollment plans will not be available; however, the BASCP will attempt to make special arrangements, once the next school year is underway and any isolated vacancies are known. There can be no guarantees made for these exceptions prior to September.

Kindergarten Extended Day Program

Operates on Mondays and Wednesdays, or Thursdays and Fridays
from 12:30 p.m. to 3:00 p.m. \$180/month

After School Program Options (Grades K-5)

Operates from the close of the formal school day* until 5:55 p.m. each school day. **Kindergarten children must be enrolled in Extended Day to be eligible for After School options.**

Full-time Options - Monday to Friday (close of school to 5:55)

Kindergarten (includes Extended Day tuition)	\$742/month
Grades 1-2	\$566/month
Grades 3-5	\$597/month

Part-time Options (close of school to 5:55)

Monday, Wednesday, Friday	Grades K - 2	\$303/month
Monday, Wednesday, Friday	Grades 3 - 5	\$323/month
Tuesday, Thursday	Grades K - 2	\$292/month
Tuesday, Thursday	Grades 3 - 5	\$336/month

Single Days

Must enroll for 2 day per week minimum. Note: Single days may not be available, and therefore may not be confirmed until September.

Monday, Wed, or Friday	Grades K - 2	\$141 /month
Monday, Wed, or Friday	Grades 3 - 5	\$146 /month
Tuesday	Grades K - 2	\$255 /month
Tuesday	Grades 3 - 5	\$258 /month
Thursday*	Grades K - 2	\$156 /month
Thursday*	Grades 3 - 5	\$159 /month

NOTES:

- A 5% discount is applied to tuition for lowest cost child in two or more child families.
- BASCP will offer a filler program to Kindergartners in September to cover early dismissal for an additional fee.
- All fees above are subject to change.
- In the event the BASCP offers childcare during any of the school vacations, there will be an additional fee to any family participating in that special, extra program.
- * There are a number of Thursday 12:30 release days throughout the year. Please refer to your school calendar for these specific dates.

ADDITIONAL FEES

REGISTRATION FEE

\$75.00 per family

CHANGE OF SCHEDULE FEE

In the event that you request changes to your schedule after your confirmation has been sent out on May 15th, or for any unforeseen situation during the 2013-2014 school year, a new *Application For Enrollment* form must be completed and a \$50 processing fee will be charged.

LATE PICK UP FEES

Parents picking up children after 2:55pm for Extended Day Kindergarten and after 5:55pm for After School children will be charged Late Pick Up fees.

K EXTENDED DAY	AFTER SCHOOL CARE
2:55-3:05 pm.....\$15.00	5:55 -6:05 pm.....\$15.00
3:06-3:25 pm.....\$30.00	6:06-6:25 pm.....\$30.00
3:26-on.....\$55.00	6:26-on.....\$55.00

RETURNED CHECK FEE

\$10.00 per item

FIELD TRIP FEES

Parents are charged a nominal amount for elected special trips.

.....
(SAMPLE BELOW OF REQUIRED INFORMATION SHOULD CHILD NOT ATTEND THE PROGRAM)

MESSAGE TO BOWEN AFTER SCHOOL CARE PROGRAM

On _____, my child _____
(day) (date) (child's name)

has my permission to be picked-up at _____ by _____
(time) (authorized pick-up adult/person)

If you have any questions I can be reached at _____
(parent's phone number)

Additional comments/Special instructions: _____.

(Parent's signature)

(date)

YOUR CHILD WILL NOT BE RELEASED UNLESS WE HAVE PARENTAL PERMISSION

BOWEN AFTER SCHOOL CARE PROGRAM, INC

280 Cypress Street, Newton MA 02459

617-969-3130

PARENT HANDBOOK



39 Years of Outstanding Care!

Please return this signature page as confirmation that you have received the information contained within the Parent Handbook.

I have received a copy of the BASCP, Inc. Parent Handbook

Signature

Date

Child's Name