

Welcome To The Quincy After School Child Care School-Age Program

We are happy to have you and your child join in our exciting after school adventures. This Handbook provides important information regarding our Program that you should keep handy for future reference.

NAME OF CHILD'S SITE: _____

TELEPHONE NUMBER: _____

SITE SUPERVISOR: _____

SCHOOL YEAR HOURS: From the end of the public school day until 5:30pm

***SCHOOL VACATION HOURS:** _____ 8:00am – 5:30pm

***SUMMER VACATION HOURS:** _____ 8:00am – 5:30pm

▶ PLEASE REMEMBER TO PACK A COMPLETE LUNCH FOR YOUR CHILD ON ALL FULL DAYS ◀

MAIN OFFICE ADDRESS: **QUINCY AFTER SCHOOL CHILD CARE
PO BOX 710144 (mailing)
(44 BILLINGS ROAD, 2ND FLOOR)
QUINCY, MA 02171**

MAIN TELEPHONE NO.: **(617) 773-3299**

EXECUTIVE DIRECTOR'S NAME: **SARAH J. DUNPHEY.**

CHECKLIST FOR ENROLLMENT:

- Completed enrollment packet**
- Site Visit**
- Copy of physical and immunization record on file at school**
- Lead paint screening for all children under the age of six on file at school.**

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NONDISCRIMINATION POLICY

Quincy After School Child Care, Inc., is a private, nonprofit corporation. QASCC, its staff, and Board of Directors welcome children of all racial, ethnic, and cultural backgrounds for the sense of community we strive for in our world.

Participants in QASCC will not discriminate on the basis of race, religion, marital status, ethnicity, country of origin, sexual orientation, political beliefs and mental or physical limitations, and disability.

PHILOSOPHY OF AFTER SCHOOL PROGRAM

The purpose of the school age program is to provide quality child care in a group setting. Our program focuses on education, nutrition, health and social services for children of parents/guardians who are working, training, attending school, or interested in enrichment.

GOALS OF AFTER SCHOOL PROGRAM

The goals of the school age program are to:

1. Provide a safe, healthy environment.
2. Stimulate a child's potential to grow physically, emotionally, intellectually and socially.
3. Increase a child's self-awareness, confidence, and self-worth.
4. Improve communication among family members.
5. Build interpersonal relationships with peers and adults.

Description of Program

The school age program provides a safe and enjoyable setting for school aged children to build friendships, play games and sports, work on homework, and engage in a variety of creative projects and enriching activities. A daily program is planned to meet the needs of the individual, as well as the group. Children are encouraged to develop and pursue their own interests, while respecting the rights of others. Children are also encouraged to engage in activities that involve cultural enrichment and will help them to understand the diversity that exists in our world. All of our after school sites are licensed and inspected by the Department Of Early Education and Care. A copy of the EEC regulations is available at each site for your review at any time.

Hours of Operation

The After School Program operates during the school year at nine sites in the City of Quincy. Our hours of operation are after school is dismissed every day as follows:

Early Release Sites: Mon, Wed-Fri: 1:55pm-5:30pm, and on Tues. from: 11:25am-5:30pm.

Later Release Sites: Mon, Wed-Fri: 2:25pm-5:30pm, and on Tues. from: 11:55am-5:30pm.

A Full Day Program is offered during February and April school vacation weeks. A Summer Program is available to children who are 12 years old or younger and have completed kindergarten. Vacation Programs operate from 8:00am-5:30pm, and offer a wide variety of interesting and enriching activities. **Quincy After School Child Care, Inc. is closed for individual school holidays, snow days, and Winter/Christmas Vacation.**

Early Release Sites: Atherton Hough, Bernazanni, Lincoln Hancock, Merrymount, Wollaston

Later Release Sites: Beechwood Knoll, Montclair, Parker, Squantum

EXAMPLE OF DAILY SCHEDULE

Early Release Sites: Mon., Wed., Thur., Fri. (will vary by individual site)

1:55-2:15	Children arrive, attendance and meeting/circle time
2:15-3:30	QASCC Homework Club (or Outside Time)
3:30-4:00	Clean-up, wash hands, and eat Snack
4:00-4:45	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
4:45-5:30	Group Games: Outside Time or Gym Time (or Homework Club)
5:30	Closing Time

Early Release Sites: Tuesday Only (will vary by individual site)

11:25-11:45	Children arrive, attendance and meeting/circle time
11:45-12:15	Wash hands, eat Lunch as a group
12:15-1:00	QASCC Homework Club
1:00-2:15	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
2:15-3:15	Group Games: Outside Time or Gym Time
3:15-3:45	Clean-up, wash hands, and eat Snack
3:45-5:00	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
5:00-5:30	Storytelling, playground, D.E.A.R. Time and clean-up
5:30	Closing Time

Later Release Sites: Mon., Wed., Thur., Fri. (will vary by individual site)

2:25-2:45	Children arrive, attendance and meeting/circle time
2:45-3:30	QASCC Homework Club (or Outside Time)
3:30-4:00	Clean-up, wash hands and eat Snack
4:00-5:00	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
5:00-5:30	Group Games: Outside Time or Gym Time (or Homework Club)
5:30	Closing Time

Later Release Sites: Tuesday Only (will vary by individual site)

11:55-12:15	Children arrive, attendance and meeting/circle time
12:15-12:45	Wash hands, eat Lunch as a group
12:45-1:30	QASCC Homework Club
1:30-2:30	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
2:30-3:30	Group Games: Outside Time or Gym Time
3:30-4:00	Clean-up, wash hands and eat snack
4:00-5:00	Center-Based Choice Time: Art, Board Games, Science, Our World, Relaxation Station, Computers, Blocks, Books etc.
5:00-5:30	Storytelling, playground, D.E.A.R. Time and clean-up
5:30	Closing Time

SUMMER AND SCHOOL VACATION SCHEDULE

QASCC follows the Quincy Public School System Calendar, which is established at the beginning of every school year. QASCC will open from 8:00 - 5:30 p.m. during vacation weeks. Children are divided into groups based on their age. **PARENTS/GUARDIANS MUST PROVIDE A LUNCH ON ALL SCHEDULED FULL DAYS.** We will provide all snacks.

8:00-9:00	Children arrive, attendance, "Morning Stations" and Free Play
9:00-9:30	Clean-up and get into groups, wash hands, morning snack
9:30-11:45	Groups rotate through 45 minute scheduled activities
11:45-12:30	Clean up, wash hands, eat lunch with your group
12:30-2:45	Groups rotate through 45 minute scheduled activities
2:45-3:15	Clean-up, wash hands, afternoon snack
3:15-5:00	Get into swim groups for pool, non-swimmers do activities
5:00-5:30	"Afternoon Stations" Free Play
5:30	Closing Time

FIELD TRIPS

A schedule of tentative field trips for vacation weeks and the summer program will be published before the programs begin. Field trips are subject to availability and weather. Daily schedules for field trip days will vary from that above. During the course of the school year, QASCC will take the children on numerous fun, safe, and educational field trips. Parents/guardians will receive permission slips for field trips stating the date(s) of the trip(s) and where the children will be going. Parents/guardians must sign and return field trip permission slips or their child will not be able to attend the field trip. **There will be no alternate activity for children who do not attend a field trip.** Parents/guardians will have the choice of keeping their child(ren) home for the day. Children will be transported by a school bus on field trips, unless otherwise noted.

REGISTRATION PROCEDURE

Contact the Program Director(s) to inquire about openings. If there is any opening, the parent/guardian and the Program Director will arrange a meeting. At this time, a registration packet will be completed and a start date will be arranged. If there are no openings, your name will be placed on a waiting list and you will be notified when a suitable opening occurs. An annual pre-registration period is offered for families who are currently enrolled in our program, and wish to pre-register for the following school year. We strongly urge families to take advantage of pre-registration, as spots are not guaranteed from year to year, and availability is on a first-come, first-serve basis.

LINE OF AUTHORITY

<u>Executive Director:</u> Sarah Dunphey	Responsible for overall operation of QASCC.
<u>Program Directors:</u> TBA Emily Gleib	Responsible for overseeing vacation programs, school age sites, site supervisors, and staff.
<u>Site Supervisor:</u> varies by site	Responsible for activity design, awareness of children in his/her charge, parent communication and staff.
<u>Group Leader/Assistant Group Leader:</u> varies by site	Responsible for assisting site supervisors in carrying out all necessary responsibilities.

PAYMENT INFORMATION

The parent/guardian must sign a payment agreement (which states the amount of tuition for each child) before school age care can begin. Parents/guardians agree to the following:

1. To pay all assessed fees designated by Quincy After School Child Care, Inc.
2. **To pay a two-week child care deposit** (applied to the last two weeks of care or after notice is given).
3. As of January 1, 2002, **all new parents/guardians** will be required to enroll their child(ren) in the SMART payment plan. Parents/guardians enrolled in the SMART payment plan will be required to remain enrolled in the SMART plan.
4. To pay all weekly fees, regardless of absence due to illness, or family scheduled-vacation for the child(ren) designated. (Vacation programs are a separate sign-up and cost).
5. To make full weekly payment for those weeks which include snow days and holidays.
6. Agrees that a late fee of \$15.00 per week will be charged for late payments.
7. To pay late pick-up fees of \$1.00 per minute, paid directly to the site staff.
8. **Agrees to notify the QASCC main office in writing or by phone at least two weeks prior to planned termination, so that another child can benefit by enrollment in a vacant slot. Once a two-week notice of termination is given, your two-week deposit will be applied to the two weeks of care after the date of the notice. If the child is withdrawn without notice, the two-week deposit will be forfeited.**
9. Parent/guardian must enroll their children for a minimum of two days per week during the school year and for the full week during vacation programs.

*NOTE: Payments must be made to the main office. No school year or vacation week tuition payments can be received at the program site.

ON-SITE ORIENTATION

All QASCC program participants are given the opportunity to complete an on site orientation. The orientation allows parents/guardians and children to visit the program and meet the staff before joining the program. Parents are required to update all files annually; either at pre-registration or by meeting with the Program Directors individually.

STAFF/CHILD RATIO

The staff/child ratio is 13 children per staff person in all QASCC school age programs, as mandated by the Department of Early Education and Care (EEC).

BASIC RULES FOR PARENTS/GUARDIANS and CHILDREN

The following rules have been set-up to insure the safety of all participants and we hope that you will help us by following and explaining these to your child:

1. Children should wear good sturdy closed shoes and socks at all times. Sandals are not allowed.
2. Children should not wear expensive or valuable clothing/items. Quincy After School is not responsible for damaged, destroyed, lost, broken, ripped, or clothing that is altered in any way during program activities.
3. Please do not send toys with your child. Toys from home often cause arguments among the children, and become lost or stolen. The agency has plenty of equipment and activities to keep children happy.
4. Children are only allowed to have cell phones at the program if they do not pose a problem, and at the discretion of the site staff and directors. Cell phones may only be used to call parents or guardians.
5. Please mark **ALL** belongings and clothing with your child's initials. It's amazing how many things we accumulate each year without identification. We cannot return lost items if we do not know whose they are.
6. Children are expected to participate in **ALL** planned activities, outdoor activities, special events, and field trips. Our motto is "try for ten" minutes. If your child does not wish to participate in a field trip, there is **NO ALTERNATE PLAN AVAILABLE**.
7. If you wish to pick-up your child early, you must let us know in advance. Children are not always at the site and we need to let you know where your child will be (example: a local park). This is extremely important on field trip days.
8. Please be advised that our program **closes at 5:30pm SHARP**. There is a \$1.00/minute late charge, payable to site staff for each minute that you are late. This policy is strictly enforced. If you are running late you **MUST** notify the site staff. If you do not hear from you and/or we are unable to reach you, we will begin calling emergency contacts for pick-up. If no one is available, and a significant amount of time has passed, the police may be called to transport your child to the police station to wait for a guardian to pick-up.

9. Call your child's site when your child is going to be absent.

Avoidance of Suspension and Terminations

The staff members of all QASCC Programs are trained in the management of children's behavior.

- All behavior management strategies used in our program are based on the individual needs and developmental levels of the child. Through constant monitoring of the classroom environment, the child care staff seeks to prevent behavior problems from developing.

When children do exhibit behavioral difficulties, they are reminded of the classroom rules and are redirected to alternative activities. If the child's behavior is interfering with the functioning of the group or he/she is acting in an aggressive, oppositional, or destructive manner, "time out" will be used.

Time out involves removing the child from the group activity, while remaining in the classroom. The child is always told why he/she is in time out. The child will remain in time out no longer than 5 minutes from the time he/she regains control and/or calms down. Before returning to the group, the staff member handling the issue discusses with the child why he/she was sent to time out, and possible alternative behaviors to prevent future disciplinary action.

Children are never subjected 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.

Response to Serious Discipline Problems

Parents/guardians will be notified when the child's behavior:

- Necessitates removal from the classroom.
- Requires frequent monitoring or intervention by the staff.
- Indicates an ongoing or serious difficulty with adjustment to the child care program.
- Parents/guardians can/will be required to accompany children with serious behavior problems on all field trips at the discretion of the Executive Director.

A parent or guardian/staff conference may be required to develop an individual behavior plan (IBP). Parent/guardian input and cooperation is vital to the successful implementation of the IBP. Referrals to educational, mental health, medical or other service agencies will be provided to the parent/guardian as needed. A formal probation period may be instituted if a child's behavior calls for it; this period is at least two weeks. Suspension of the child from the program may also be considered in cases of serious, severe, or dangerous behaviors.

Termination and Suspension Policy

QASCC Programs may terminate and/or suspend child care services under any one of the following conditions:

- Disrespect of/for staff, other children, and property.
- A child's behavior endangers his/her safety or safety of others.
- A child frequently assaults other children or staff. Assault includes: hitting, biting, kicking, pushing or serious verbal aggression.

- A child is unable to function in the group and/or his/her behavior disrupts the functioning of the group on a regular basis.
- A child's behavior does not improve after the implementation of the IBP and/or during the probationary period.
- The parent(s) do not cooperate in the IBP process or fails to follow through with the agreed upon recommendations of the staff.
- The parent does not submit required documentation, pay required fees or follow through with mandated policy.
- Unruly or disruptive behavior of the parent(s)

All suspension/termination decisions will be reviewed at the discretion of the senior ranking administrative official at the time of the incident. A child may be suspended for one day or more (see above conditions). If a child is suspended for repeated offenses, termination procedures will begin after a parent meeting has taken place. In all termination cases, the parent will be informed in writing of the reason(s) for the action and will be provided with information regarding the availability of resource and referral agencies. If possible, a two week advanced notice will be given. Whenever a child leaves the program, he/she will be prepared for the transition in a developmentally appropriate manner.

Write-ups

Children who continually have trouble controlling their behavior will be written up. The write-up will contain information about what happened and what will happen in the future if behavior is continually inappropriate.

If a child receives three write-ups in a month, the child will be automatically suspended for at least one day. Children will be suspended for at least a 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 up to a week the third time. If a child receives three write-ups throughout the course of the school year, it will be at the discretion of the Executive Director whether or not the child will be suspended. **Furthermore, write-ups for serious behavior issues may warrant immediate suspension.**

If a child has been suspended from the program three times, the child can and will face the possibility of termination from the program. Through on going work between the Executive Director and Program Directors, Parents/Guardians, and the Site Supervisor, a plan of action will be set forth in the IBP.

HEALTH AND MEDICAL POLICIES

1. Each child should have a medical and dental check up before entering the center. A copy should be sent to the child's school along with your child's immunization records.
2. It is required that we have up-to-date emergency forms on file for each child. We must have a phone number where you can be reached as well as three (3) emergency numbers. If you move or change jobs, please notify the center. According to the Department Of Early Education and Care, forms and permission slips must be updated every year. Failure to do so could result in termination.
3. We would like to know of any medical problems that could cause difficulties (such as allergies) in order to handle any emergencies that might possibly arise. It is essential that all medical information be kept up-to-date. Please inform QASCC of any changes in information as soon as they occur.
4. If the child is ill, parents are required to keep him/her home. If the child becomes ill at the site, parents will be notified. We will keep the child until the necessary arrangements are made.

ADMINISTRATION OF PRESCRIBED MEDICATION

No prescription medication can be administered to a child without a completed written consent form from the parent/guardian. The medication must be in its original container with the child's name, name of the drug, and directions for its use. All unused medication will be returned to the parent/guardian or disposed of by the staff. According to the Department Of Early Education and Care regulations, children with asthma may carry their own inhalers and use them as needed if the site has parental consent and authorization from the physician. Over-the-counter medications can be administered with a completed written consent form, as well as a doctor's note authorizing the use of such medications.

PREVENTIVE HEALTH PROCEDURES

The School Age sites are continually monitored by staff for hazards, which could cause injury. All children and staff are required and reminded to wash their hands after using the toilet and before eating or handling food. All eating surfaces and toileting areas are sanitized daily. All medications are stored under proper conditions for sanitation, preservation, and safety.

INFECTION-ILLNESS EXCLUSION POLICY.

We will exclude children from the program for suspicion of some conditions such as impetigo, conjunctivitis, and pediculosis (head lice) until successful treatment has been started, or the child's physician gives written notice that the child may return to the program. If your child is absent with a communicable disease, notifying the main office or site is essential so that we may look for signs and symptoms in other children that could be exposed to that disease. Due to the nature of child care and the number of children that may be affected by sickness, very sick children are not allowed to attend QASCC Programs.

The following symptoms will require treatment and/or absence from child care. QASCC will strictly enforce these requirements.

<u>Symptoms</u>	<u>Treatment: Child will be excluded from program until:</u>
Fever above 102 degrees	Keep home for 24 hours
Vomiting more than 2x/hr	No vomiting for 12 hours
Infectious diarrhea Giardia, Shigella, Salmonella, Campylo-bacteria	On medications, Dr.'s note to return to child care
Conjunctivitis	Two days after antibiotic began
Strep Throat w/fever and sore throat	On antibiotic for 24 hr.
Scarlet Fever	On antibiotic for 24 hrs.
Ear Infection with fever, pain	None
Impetigo	On medication for 24 hrs.

Chicken Pox	All blisters are crusted and dry, approx. 1 week
Head Lice (pediculosis.)	Return after complete treatment and removal of nits
Scabies	Treatment begun
Pinworms	None
Ringworm	Treatment begun
Herpes Simplex	Sores have completed crusted over or can be covered
Vaccine Preventable:	Contagious period has passed and feeling well enough to return
Measles	
Mumps	
Rubella	
Diphtheria/Tetanus	
HIB Disease	
Hepatitis B	

EMERGENCY MEDICAL PROCEDURES

Any incident involving a child sustaining any injury, someone who has completed a basic First Aid course shall administer first aid care. Staff members at all sites are trained in emergency first aid procedures and CPR. All sites are equipped with basic first aid supplies.

Documentation of care shall list date and time, child's name and age, description of accident, description of care provided, condition of child after care and person administering care. This book shall also contain a list of medical conditions, allergies, and health form in relation to each child. This list will be reviewed before care is given. Please make sure insurance information is kept up to date.

In all cases, the Executive Director should be made aware of accidents and care given. The parent picking the child up at the end of the day shall be notified of the accident and the care given. The parent must sign the accident form at the time of pick up. Parents have the option of seeking medical attention from their own doctor in case of a minor injury. In the event of a serious injury, the parent will be notified of the child's condition and the child will be transported by ambulance to the nearest hospital. A staff member will remain with the child until his/her parents arrive. The staff person will give the hospital the child's health form and medical release.

The Agency Health Care Policy is available to parents/guardians upon request.

NUTRITION

The School Age Program shall provide the opportunity for a snack for each child daily at a regularly scheduled time. The School Age Program shall provide a snack in the following manner:

1. One nutritional snack is provided in care more than two hours but less than 4 hours.
2. One meal and one snack, or two snacks are provided for children in care 4 to 7 hours;
Parents provide the meal (lunch), QASCC provides the snack.
3. One meal and two snacks are provided for children in care for more than 7 hours;

Parents provide meal (lunch), QASCC provides snack.

Snack shall consist of two of the following State requirements: milk or fruit juice (one cup), meat or meat alternative (one ounce): fruit or vegetable (3/4 cup); bread, enriched grain or cereal (3/4 cup). During full day sessions, children are expected to have with them a prepared lunch. We have refrigerators, but we do not cook or prepare food or drink. If your child brings a lunch to the program, the Department of Early Education and Care recommends the following amounts: milk or 100% juice (one cup); bread (one slice); fruit or vegetable (2 or more or 3/4 cup); meat, poultry cooked (2 ounces) or peanut butter (4 tablespoons). *Please observe nut allergy restrictions posed by individual sites, when necessary.*

RELEASE POLICY

No child will be released to anyone whose name does not appear on his/her application without specific instructions. When a child is to be picked up by someone not on the application, parents/guardians must send a handwritten note, or call the after school site. If you are a single parent/guardian and do not wish the non-custodial parent to pick-up the child, you **MUST** contact the Executive Director. (Documentation by the courts must be supplied by parent/guardian or Department of Social Services).

RESEARCH POLICY

QASCC will not conduct research or experimentation involving children without the written informed consent of the affected child's parents/guardian for each occurrence. In programs where observations of children (by anyone other than parents/guardians) are common, a general parental consent may be obtained. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall QASCC allow physical harm to children during research.

UNAUTHORIZED ACTIVITIES

QASCC shall not, without parental consent, authorize any activities or contacts, with children or parents/guardians, unrelated to the provision of child care. Activities or contacts shall include, but not be limited to, fundraising, publicity, media interviews and photographs.

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

The Department of Early Education and Care licenses QASCC's sites. Therefore, we are mandated reporters for suspected child abuse and neglect. Staff members are trained in warning signs and symptoms. If the staff suspects abuse/neglect, QASCC will file a 51A complaint with the Department of Social Services. Depending on the severity of the issue and whether or not a

child is at risk, a parent/guardian may or may not be informed of the filing. If a parent/guardian is to be informed, the Executive Director will discuss the issue with the parent/guardian.

TRANSPORTATION PLAN

1. QASCC does not provide transportation.
2. **Children walking to the Program within the same school:** It is recommended that classroom teachers bring kindergarten and grade one children to the QASCC site. If a teacher wants an older child from the program to walk his/her student to the site, please contact the site supervisor to make arrangements. Children in grades two and up may walk to the area independently. QASCC is not responsible for a child until they arrive at the program. **The school will be responsible for all children until they arrive at the QASCC School Age Program.**
3. **Parent drop off and pickup:** A parent/guardian must walk a child into the site if signing-in and will enter the program to sign-out a child at pickup time. Parents/guardians are responsible for transporting children on all full days and during the vacation weeks.
4. **Pickup Policy:** Children must be picked up by an adult who is eighteen years of age or older. The first few times a parent/guardian picks up their child and/or anytime a new person (who is allowed by the parent/guardian to pickup) picks up a child from the program, they must show a valid photo ID. The following forms of ID will be allowed: Driver's License, Passport, and State Issued ID Card.
5. **Siblings:** Older brothers and sisters who are at least sixteen (16) years old will be allowed to pickup their younger brothers and sisters from the site. They may not pick up friends, neighbors, cousins, nieces, or nephews. The sibling must produce a valid Photo ID for the staff before the child can leave the site. The following forms of ID will be allowed: Driver's License, Passport, State Issued ID Card, and if the sibling picking up has their birth certificate on record at QASCC, a valid High School ID Card. **Siblings under the age of sixteen (16) will not be allowed to pickup a child enrolled in Quincy After School Child Care.** We regret any inconvenience this may cause, but feel it to be in the best interests of the children to observe these limits.

SNOW/EMERGENCY CLOSING POLICY

If Quincy Public Schools are canceled before the start of the school day, Quincy After School Child Care, Inc. **will be closed** until Quincy Public Schools reopen. **Parents are expected to pay for all snow days**, as they are unplanned events for the program.

If Quincy Public Schools are canceled while children are in school, Quincy After School Child Care, Inc. **will not be open**. Children will need to be picked up by their parent, or another responsible adult, from the school at the time the school closes.

In the event of a severe storm or other national, local, or statewide emergency, during the time children are in the Quincy Public Schools or in our program, the Executive Director in conjunction with one member of the Board of Directors Executive Committee will have the authority to close Quincy After School Child Care, Inc. earlier than the regular 5:30pm dismissal time. All parents/guardians will be contacted in a timely manner and asked to pickup their children by the time designated. Quincy After School Child Care, Inc. will make every effort to remain open as long as possible but will close the program at times deemed unsafe for the children and their parents/guardians, the Quincy After School staff members, and the Quincy Public School custodians who keep the school buildings open for our program operation.

The Executive Director and the Board of Directors Executive Committee member will report back to the full Board of Directors at the next Board Meeting as to what mitigating factors were involved in closing the program early.

CALENDAR OF HOLIDAYS

The following list contains the scheduled holidays when the sites/main office will be closed:

New Years Day	January 1 st
Martin Luther King Day	January
President's Day	February
Good Friday	March/April
Patriot's Day	April
Memorial Day	May
Independence Day	July 4 th
Labor Day	September (1 st Monday)
Columbus Day	October
Veteran's Day	November
Day before Thanksgiving	November
Thanksgiving Day	November (4 th Thursday)
Day after Thanksgiving	November
Christmas Eve	December 24 th
Christmas Day	December 25 th

*Note: If the program is closed any other days, you will be notified.

PARENTAL/GUARDIAN RIGHTS

These rights are as follows:

1. Parent/Guardian Involvement – Parents/Guardians are permitted and encouraged to visit the program and observe their child's activities while the child is present.
2. Parent/Guardian Evaluations - QASCC has an evaluation form that requires parent/guardian input in the development of program and policy. Information collected from this form will be used to update the program and make necessary changes when appropriate to continue to serve families more effectively. All comments will be kept confidential.
3. Parent/Guardian Conferences - QASCC shall make the staff available for individual conferences with parents/guardians and/or teachers at the parent/guardian's request. Parent/Guardian conferences will be set up as deemed necessary by the staff/parent. This will give parents/guardians an opportunity to discuss any progress or behavior issues the child is experiencing at the program.
4. Communication with Parents/Guardians - A monthly newsletter is sent to inform parents/guardians of upcoming events. Notices may also be sent home to inform parents/guardians of important information or events. Notices are also sent home to inform parents/guardians about field trips, events, fund-raisers, etc. Continual communication between parent/guardians and staff is encouraged and often initiated by staff through informal telephone calls.

5. Progress Reports – Progress reports for each child will be completed and reviewed with each parent halfway through the school year.

6. Withdrawal – Parents have the right to request a copy of their child’s file and/or written/oral information from program staff to be shared with the child’s next room, site and/or new program to insure a smooth transition.

PARENT/GUARDIAN, CHILDREN, AND ANONYMOUS COMPLAINTS

We welcome comments and suggestions about our programs from parents/guardians, children, schools, and anonymous sources. Whenever you have concerns, problems, or complaints regarding the QASCC Programs, please discuss the issue first with the site coordinator if possible. If he/she is unable to resolve the issue, contact the Program Director(s) or the Executive Director at the main office (617) 773-3299 who will address the issue.

The Department of Early Education and care can be contacted by mail at: 1250 Hancock Street, Suite 120-S, Quincy, MA 02169 or at (617) 773-3299.

CHILDREN’S RECORDS AND CONFIDENTIALITY

It is the policy of this program to meet the need for confidentiality of all records kept on your child. Only appropriate staff persons and the Department Of Early Education and Care (EEC) have access to these files. EEC is allowed to review a child’s file when conducting a licensing study (looking for state mandated permission slips, health records, etc.).

Parents/Guardians have the right to add information, comments, or relevant data to their child’s file. Parents/Guardians may also request deletion or amendment of any information in their child’s file by having a conference with the Executive Director to explain their objections. The Director will make the final determination and will inform the parent/guardian in writing within one week of the conference.

No information from a child’s record will be released without written permission of the parent/guardian. Upon termination of enrollment, all children’s records will be kept for a period of five years.

WITHDRAWAL FROM PROGRAM

The QASCC Main Office must be notified in writing or by phone if you intend to **withdraw** your child from the After School Program. **TWO WEEKS NOTICE IS MANDATORY.** Notice CAN NOT be given at the program site.

REFERRAL PLAN

The staff members will evaluate all children enrolled in the School Age Program on an ongoing basis. Any special problems or significant developments will be brought to the parents’/guardians’ attention as soon as they arise. A parent/guardian conference will be arranged, and the most effective plan of action will be decided.

The Referral Plan is available to parents/guardians upon request!

SCHOLARSHIP PROGRAM

Every year, Quincy After School tries to offer scholarship and financial assistance to families with financial need. These funds are limited. If you feel your family qualifies for financial assistance, please contact the main office to obtain a scholarship application. **The application form needs to have all documentation included when it is submitted in order to be processed. Incomplete applications will not be reviewed.**

THE QASCC SWIMMING POLICY

A. Swimming Pools

Occasionally, QASCC participants may utilize a swimming pool facility, normally at Lincoln Hancock School in Quincy. In such event, a strict protocol is in force, and must be followed.

STUDENT OBLIGATIONS

First, no participant may swim in a pool unless he/she is wearing proper swimming attire. Each participant over the age of 6 must satisfactorily complete a swim test, administered by staff in the shallow end of the pool. Any participant who does not display adequate ability, in the sole judgment of the staff, will be required to wear a flotation device while in the pool. Any child over the age of 6 who does display adequate ability will be permitted to swim in the shallow end of the pool. Swimming in the deep end will only be permitted for those children who first take the deep end swimming test, and display adequate ability, again, in the sole judgment of the staff. The conclusion of staff members shall be final and binding as to all swimming activities.

Second, no child under the age of 6 will be permitted in the pool without wearing a flotation device, irrespective of swimming ability; no exceptions.

Third, QASCC participants must follow all pool rules while using pool facilities. Rules may be set by the pool facility as well as QASCC staff. Failure to follow pool rules may result in the suspension of a child's pool privileges, and immediate removal from the pool.

Finally, all participants must cooperate fully with QASCC staff while in the pool. Staff will be regularly conducting head counts and engaging in other safety measures, which require the full cooperation of each child. Any failure to cooperate will result in removal from the pool. Please familiarize your child with these rules, in order to insure that all enjoy the experience offered.

STAFF OBLIGATIONS

When QASCC participants are in any pool, approximately half of the assigned QASCC staff shall be in the water, with the students; the remaining staff shall be divided and assigned to monitor the pool deck and locker room facilities, and/or conduct classroom activities for non-swimming participants.

Every forty-five minutes, the pool shall be cleared and a head count conducted to insure the safety of all participants. One staff member should conduct a visual inspection of the pool, once cleared, to insure no participant is underwater or otherwise in distress.

In the event of a swimming emergency while at the pool, QASCC should defer to the on duty lifeguard for primary assessment of the situation and administration of care. If a lifeguard is not immediately available, a staff member trained in First Aid/CPR shall assess the situation and administer necessary care until a lifeguard becomes available. An immediate call to 911 shall be placed by a QASCC staff member, irrespective of whatever other personnel (e.g., lifeguards, teachers, etc) may be present. All available staff not assisting the lifeguard or otherwise directly involved in dealing with the swimming emergency shall assemble the participants present and remove them from the pool area to the locker area, until the emergency is abated.

B. Beach Activities (including Oceans, Lakes, and Ponds)

When QASCC participants take summer field trips to locations such as oceans, lakes or ponds, swimming by participants is subject to a strict protocol that must be followed.

QASCC will never allow a participant to swim at a venue without one or more lifeguard(s) – provided by the venue/facility - present and on duty. The role of Program Staff is to establish and maintain a perimeter near the water as a staging area for all participants, the purpose of which is to

monitor participants while in the water. **It is important to note, however, that QASCC personnel are not trained lifeguards, and therefore cannot, and do not, fill that role.** QASCC personnel will monitor activities to ensure that children are safe, but rely on venue/facility personnel in the event of a water emergency.

THE QASCC SWIMMING POLICY (continued)

STUDENT OBLIGATIONS

During a summer field trip, when swimming is to occur at an ocean, lake or pond, the Water Safety Rules are as follows:

1. No child can swim outside of the water perimeter set up by the staff members.
2. No child can be in the water deeper than his or her bellybutton.
3. Children must follow all staff rules and commands at all times or they will be removed from the water for the balance of the trip. (It is important you stress to your child the importance of cooperating with all staff on these trips.)
4. If a child is asked to leave the water for any reason, he/she must stay out of the water until the staff member who asked them to get out says it is okay for them to return to the water.
5. No rough-play while in the water or at any time.
6. Children must follow all posted beach rules.

STAFF OBLIGATIONS

Prior to any child entering the water, staff members present shall establish a swimming perimeter, using the following protocol: The perimeter shall be no further than 50 yards from an on duty lifeguard. The perimeter shall be, whenever possible, away from other large groups of swimmers. Before staff members allow any child to enter the water, two staff members shall enter the water and walk/swim the area to ensure that the water area is safe for participant swimming. At all times, at least six staff members shall be in the water maintaining the perimeter, with at least three staff members along the perimeter of the deepest point that children will be allowed out to. At least three members shall be on the beach – one at each end of the perimeter and one in the middle of the swimming area.

Before any child is allowed in the water, staff members scheduled to be in the water shall enter the water and go directly to the area to which they are assigned. On the first occasion that children are to enter the water that day, the beach monitors shall then review the water safety rules with the participants. After that, and on each occasion when swimmers re-enter the water, staff shall conduct a head count of all swimmers. That number is to be written down by one of the beach monitors and maintained during the entire swimming period. Once the count is completed, the children shall be allowed into the water. At least every half hour, (more frequently if conditions – such as waves, number of swimmers, or any other condition which would tend to make a reasonable person more cautious – so warrant) the water shall be cleared of all QASCC participants, and a head count shall be conducted before swimmers are allowed to re-enter the water.

In the event of a swimming emergency while at a beach – whether involving QASCC participants or not - QASCC staff shall immediately contact the on-duty lifeguard, and cede control to that/those individual(s). QASCC should remove all other QASCC swimmers from the water, conduct a head count to insure all are properly removed, and gather the children together, removing them to an area away from the emergency to allow for the lifeguard staff to efficiently do its work.

If at any point during a trip, staff becomes aware that a lifeguard is not immediately available, or is not at his/her lifeguard post for any reason, then QASCC staff should remove all other QASCC swimmers from the water, conduct a head count to insure all are properly removed, and gather the children together on the beach until the return of the lifeguard staff.

These rules are designed with the safety of your child in mind. Please review the rules carefully, and then review them with your child(ren). Please further stress that fun in the water is like fun anywhere else, but we just have to be a little more careful. Thank you.

Children with Disabilities

Quincy After School Child Care (“QASCC”) will accept applications for any child with a disability, consistent with its acceptance of applications for any child. Due to the fact that a child with a disability may pose challenges that are beyond that which QASCC personnel are capable of meeting, and/or may burden available staff unduly, thereby detracting from staff ability to deliver services to other program members, QASCC may review whether it is capable of accepting and serving a particular child, consistent with the Commonwealth’s Department Of Early Education and Care guidelines.

In determining whether to accept or serve a child with a disability, QASCC may, only after first obtaining parental consent (as appropriate), request information related to the child's participation in the center's program from the Local Education Agency, Early Intervention Program or other health or service providers.

Once QASCC determines it will accept a child with a disability, it shall review all available information concerning the child and consult with the parent(s)/legal guardian(s), and identify - in writing - the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modifications in the child's participation in regular center activities;
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio; and
3. any special equipment, materials, ramps or aids.

Should QASCC determine that it will not accept a child with a disability, it must provide written notification to the parent(s)/legal guardian(s) within 30 days of its first receipt of the information, referenced in the second paragraph, above. QASCC may determine not to accept a child only if, in the exercise of reasonable judgment, the accommodations required by the regulations of the Commonwealth of Massachusetts to serve the child would cause an undue burden to the program. QASCC shall state, in its written notice to the parents, the reasons for its decision, and the particular facts which led to the conclusion of undue burden. In addition, the notification shall inform the parent(s)/legal guardian(s) that they may contact the Department Of Early Education and Care and request that EEC determine if QASCC is in compliance with mandated School Age Regulations as set forth by the Commonwealth of Massachusetts. QASCC shall maintain a copy of its written notification in its records for a period of three (3) years from the date of the letter. QASCC acknowledges that any accommodations related to the toileting needs of a child with a disability who is not toilet trained may not be considered an undue burden.

In determining whether the accommodations required by the Commonwealth of Massachusetts licensing regulations are reasonable or would cause an undue burden to the program, QASCC shall consider the following factors in its decision-making process:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. ability to secure funding or services from other sources;
3. the overall financial resources of QASCC;
4. the number of persons employed by QASCC;
5. the effect on expenses and resources, or the impact otherwise of such action upon .

This list is not intended to be all-inclusive of the factors to be considered; each case is to be determined on its own merits, with these factors among those considered.

QASCC may, if deemed appropriate by its staff, and only after first obtaining parental/guardian permission, participate in the development and review of the child's program plan in cooperation with the LEA, Early Intervention Program and/or other health and service providers.

Quincy After School shall, after first obtaining parental/guardian permission, inform the City of Quincy’s Director of Special Education in writing, that it is serving a child with a disability.

Plan for Potential Emergencies

- 1) If the building ever becomes unsafe, the children will be taken out of the building. The Group Leaders and Assistant Group Leaders will take the line out of the building while the Site Supervisor will be responsible for making sure every child is safely out of the building.
- 2) Once the children are out of the building, each of our program sites will take the group to the following places:
 - a) Atherton Hough – The Fire Station across the street from the school.
 - b) Beechwood Knoll – Our program at the Parker School.
 - c) Bernazzani – The Fire Station at the corner of Copeland and Water Streets.
 - d) Central -- Quincy Armory.
 - e) Lincoln Hancock -- The Fire Station at the corner of Copeland and Water Streets.
 - f) Merrymount – Police Station on Seas Street.
 - g) Montclair -- Fire Station on Hancock Street, near the NQ T station.
 - h) Parker -- Fire Station on Hancock Street, near the NQ T station.
 - i) Squantum – Fire Station on Huckins Avenue.
 - j) Wollaston – Fire Station on Beale Street.
- 3) Once the site staff has made it to the location listed above, parents will be contacted.