

Part 2

AFTERSCHOOL PROGRAM PARENT HANDBOOK

2014 – 2015





PARENT HANDBOOK

INTRODUCTION

Welcome to Part 2 Afterschool Program. Our school age childcare program has been organized to provide a safe and fun atmosphere for our children in kindergarten through eighth grade. Part 2 is a State licensed childcare program and is separate and distinct from the school day. The Parent Handbook is a valid part of the enrollment agreement between Part 2 and the parents or guardians of children who are enrolled in the program.

Welcome to Part 2!



MISSION STATEMENT

Part 2 provides children a safe environment where they are given the opportunity to express themselves and develop socially, physically, artistically, and creatively through a program that nurtures and respects the uniqueness of each and every child.

GOALS

Part 2 provides quality childcare which parents can rely upon throughout the school year, as defined by the school district calendar and as indicated in the calendar section of this agreement. Part 2 will offer a variety of activities which includes recreation and games, arts and crafts, reading, enrichment activities, time to work on homework, and “free time” for the children to pursue their own interests in a safe and friendly environment.

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1) ENROLLMENT

A. REGISTRATION AND ENROLLMENT

Registration: The parent must complete a registration form and submit it with the non-refundable registration fee of \$25 per child. Registered children, who cannot be immediately enrolled, will be placed on a waiting list.



Enrollment Policy: Part 2 is offered to children currently enrolled in Allen Brook, Hinesburg Community, Shelburne Community and Williston Central Schools. Enrollment for each site will be subject to staffing and space availability. The staff to child ratio will stay at or below the 1:13 (or 1:10 for kindergarteners) State requirement.

Notice of Non-Discrimination: In accordance with the applicable State and Federal laws and regulations, Part 2 does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or a qualified individual with a disability in admission or access to, or treatment or employment in, its programs or activities.

The individual cited below has been designated to coordinate the program's efforts to implement these State and Federal laws. You may contact this person for further information about these laws and regulations and our grievance procedure for the resolution of discrimination complaints.

Jeff O'Hara, Coordinator Part 2 10888 Route 116 Hinesburg, VT 05461

Openings: Full and part time openings are determined on the basis of FTE's (full time equivalents) and the number of FTE's permitted by the program's license. When full or part-time child care openings occur, parents of registered children are contacted for enrollment a first-come basis for the available time according to their spot on the waiting list.



B. FEES AND PAYMENT POLICY

Part 2 salaries, supplies, and administrative expenses are supported entirely by fees. Fees are as follows:

Number of Days per Week	First Child / Sibling
5 DAYS A WEEK	\$80 / \$71 per week
4 DAYS A WEEK	\$69 / \$62 per week
3 DAYS A WEEK	\$57 / \$51 per week
2 DAYS A WEEK	\$47 / \$42 per week

1. Registration and enrollment fees are non-refundable.
2. Tuition payments are due the first school day of each month/week (depending on your payment option) and are paid to reserve an entire month/week of childcare. No "regular" tuition payments are due on full week school closings in December, February, and April. During those weeks, if vacation programs are offered, fees and enrollment are separate from the regular tuition of the after school program.
3. Failure to keep tuition payments current may result in program termination until the fees are paid in full. If the tuition is not paid in full by the end of the third full week of late payments, the payer will be notified by the Program Coordinator and asked to remit payment immediately.
4. Families will receive monthly statements via email.
5. Non-sufficient fund checks are held until cash or a money order is received by the Program to cover the amount of the check. Parents will pay a \$15.00 charge for a NSF check.

6. **Please make checks payable to CSSU – Part 2 OR Part 2 RES/CHMS for Richmond and include the dates of payment in the memo. Checks can be dropped in the Part 2 payment box located in the cafeteria.** They can also be mailed to: Part 2, 10888 Rt. 116, Hinesburg, VT 05461. Please indicate the name of school on mailed checks.
7. Direct Deposit forms are available online at www.Part2Kids.com. Direct deposits are billed on the last Tuesday of every month for the current month.
8. Any questions or concerns regarding billing should be directed to the program coordinator, Jeff O'Hara - **(802) 482-6298** or **johara@cssu.org**.

C. POLICY FOR ENROLLING STUDENTS WITH SPECIAL NEEDS

Children with special needs are enthusiastically welcomed into the Part 2 program. Part 2 staff will work closely with families, school employees and specialists to meet the needs of each child. It may be required for Part 2 to collaborate with others to create a plan for children with special needs. Part 2 will adapt the physical space and train staff to best meet the needs of the student. Students who cannot successfully participate in planned activities when a 1:10 counselor to child ratio is maintained. Some children may be required to be accompanied by an aide. The Part 2 program does not cover the extra cost of employing this person, but will work very closely with this person to be sure that the needs of the child are met. Part 2 is inclusive and responsive to the needs of all children and will not discriminate based on behavioral or physical needs.

D. AVAILABILITY OF SUBSIDIES AND SCHOLARSHIP

Subsidies are available for those families who qualify. For more information contact:

Child Care Resource 181 Commerce Street, Williston, VT 05495
Open Monday - Friday 8:30am - 4:30pm 802-863-3367.

We also offer scholarships to families, but only after they have applied for subsidy with Child Care Resource. If you are interested in scholarship funds please call Jeff O'Hara at (802) 482-6298.

E. WITHDRAWAL FROM THE PROGRAM

After School Program: Parents wishing to withdraw their child from the Part 2 afterschool program *must provide a statement in writing at least 2 weeks prior to the discontinuation of this service*. Withdrawal statements can be emailed to johara@cssu.org or mailed to Part 2. *Tuition will be due for the balance of the 2 weeks.*

Vacation Camps: Enrollment for vacation camps will begin 3-4 weeks before the camp begins. Enrollment will end the week before the camp begins.

Summer Camps: Enrollment for the summer camp begins in March. Parents will be required to pay a non-refundable deposit of \$25 for each week of camp. This deposit will then be deducted from the weekly camp fee. Notification of withdrawal from the summer program must be received at least 30 days in advance.

2) SAFETY

A. ABSENCES AND SIGN-IN PROCEDURE

Children will report directly to the cafeteria upon being dismissed from school where they will be signed in to the program. *If your child will not be attending Part 2 because of a scheduled appointment, vacation, or other planned absences, please notify the site director in advance by calling or text messaging him/her.* If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school administrative assistant contact the Part 2 Director. **Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. Searching for children takes valuable time away from our staff.**



B. RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent or persons listed on the registration form only if permission has been given to the director verbally or by written note by the parent. If the child is hesitant going with the person there to pick him/her up, a phone call will be made to the parent of the child. Once the parent and child have had a chance to communicate, the director and parent will discuss a course of action. No child will be forced to leave the program if he/she feels uncomfortable. Also, if a particular parent does not have custodial rights to pick up their child, the Part 2 Coordinator must have the proper legal documentation before denying that parent to pick up their child.

C. POLICY ON REPORTING A MISSING CHILD

Upon determination that a child may be lost or may have been abducted, the facility shall immediately contact the parent(s) of the child, the police, and the Division at the Child Protection Line: 1-800-649- 5285.

D. DISCIPLINE PROCEDURES

Children are entitled to a pleasant and harmonious environment. Part 2 will use an approach when dealing with discipline that focuses on keeping the children engaged in interesting and enjoyable activities during their time at the program. If the children are being stimulated with exciting activities, they will not have time to engage in an inappropriate behavior.

When a child makes the choice to misbehave, he or she will be given a verbal warning and told what the logical consequence will be if the

behavior should continue. If the behavior continues to occur, the child will have to adhere to the aforementioned consequence. In the event the child continues to engage in inappropriate behaviors that day, or if the child is causing harm to him/herself or others in the program, the site director will call the parents and have them come and pick up their child. When the parent comes to pick their child up, the site director will have a brief meeting with the parent and child (if deemed appropriate) to discuss what happened and what would be a positive way to change the behavior in the future. If the behavior continues to hinder the effectiveness of the program, and all avenues have been exhausted to correct the behavior, a parent/child/director/ coordinator meeting will be arranged to discuss the situation and determine what actions need to be taken. Finally, if after repeated chances and opportunities to correct the behaviors, the child continues to show they cannot correct their actions, the child will be removed from the program.

E. DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given prescription or over-the-counter medicine, the parent must provide the program director a completed, signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions.

If medication is to be kept at Part 2 for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. Parents should submit a signed form giving permission for Part 2 staff to administer medication; otherwise staff will not be permitted to give children medication.

F. HEALTH AND SAFETY & SWIMMING ACTIVITIES POLICIES

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious Disease, Fever**

over 100 F, Vomiting or Diarrhea. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor play will not be allowed when temperature (including wind chill) falls below 0 degrees.



The Part 2 license requires directors and counselors of the program to report suspected cases of child abuse.

Water based field trips to lakes and pools will only occur when a certified lifeguard is available and the staff to child ratio is in accordance with State regulations. Only those children who successfully pass a swim test conducted by the certified lifeguard will be able to swim where water is more than waist deep. All children designated as 'non-swimmers' must stay in shallow waters or on shore. Staff will supervise children at all times.

G. GUIDELINES FOR VOLUNTEERS

Volunteers may contribute to the program when appropriate. Volunteers will not be counted in the staff to child ratio and will be directly supervised by program staff. All volunteers for Part 2 will need to complete a criminal record check prior to volunteering in the program.

H. CONFIDENTIALITY POLICIES

Part 2 will not share confidential information about children or their families to anyone unauthorized to receive this information. Part 2 staff will not give parents the names of other children involved in conflicts with their own child. All family forms will be kept in a secure location.



IMPORTANT TO KNOW

A. HOURS OF OPERATION

Part 2 afterschool will run from school dismissal until 6:00 PM.

We appreciate your efforts to ensure that your children are picked up before 6:00 PM. Vacation Camp and Summer Hours may vary.

B. CHILD'S PERSONAL PROPERTY

Children should **not** bring money, toys, food or other items not necessary for afterschool activities to Part 2 without checking with the director. Although Part 2 attempts to help children stay organized, it cannot be responsible for lost personal property.

C. SNACK

Part 2 will provide nutritious snacks and 100% juice in the afternoon. A snack calendar will be posted on the Parent Information Board near the Sign Out Table to help you and your child decide whether to send in an additional snack. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the director to determine the number of children to be served and plan the date.

If your child has an allergy to certain foods please remind the director prior to the start of the program.

D. PAYMENT & VACATION CAMP CALENDAR

Please refer to the calendar for payments, holidays and vacation camps posted on our website: www.Part2Kids.com.



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