



**AFTERSCHOOL PROGRAM**



**PARENT HANDBOOK**



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[www.Part2Kids.com](http://www.Part2Kids.com)



## INTRODUCTION

Welcome to Part 2! Our school-age child-care program has been organized to provide enriching opportunities in a safe and fun atmosphere for students in kindergarten through eighth grade from school dismissal until 6:00pm. 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.

## 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 will provide quality child-care that 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 that includes recreation and games, arts and crafts, reading, enrichment activities, time to work on academic skills, and free choice time for the children to pursue their own interests in a safe and friendly environment.

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## **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 at Camels Hump, and Richmond Elementary. 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. Part 2 will assure meaningful access to its services by modification of the program to accommodate the needs of qualified handicapped persons, but only where such modifications are reasonable and necessary, do not fundamentally or substantially alter the nature of the program, and do not result in an undue burden on the program. Requests for modifications should be made as far in advance of commencement of the program as possible. Part 2 strives to provide safety, well-being, development and success of each child enrolled.

Children enrolled in Part 2 must be able to participate safely and successfully when a 1:13 (or 1:10 for kindergarteners) staff to child ratio is maintained.

**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

### **AFTERSCHOOL RATES**

5 Days - \$83 (\$74 sibling rate)  
4 Days - \$72 (\$65 sibling rate)  
3 Days - \$61 (\$55 sibling rate)  
2 Days - \$52 (\$47 sibling rate)  
1 Day - \$35 (\$30 sibling rate)

### **POLICY FOR ENROLLING STUDENTS WITH SPECIAL NEEDS**

Children with special needs are enthusiastically accepted into the Part 2 program. Part 2 staff will work closely with families and 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. Students who cannot successfully participate in planned activities with a 1:10 counselor to child ratio due to behavioral or physical characteristics may be required to be accompanied by an aid. 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.

### **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.



### **ENROLLMENT / REGISTRATION**

Parents will be asked to complete the following:

- **Registration Form-** can be found at [www.part2kids.com](http://www.part2kids.com)
- **Travel Authorization**

- **Picture Release**
- **PG Rated Movie Form**
- **Medication Release (as needed)**

Forms must be kept current. The parent must provide new information to the director regarding information on forms such as: emergency contact persons, names, employers, and phone numbers.

## **HOURS OF OPERATION**

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

The directors and counselors are only paid until 6:00 every evening. Parents whose children remain past 6:00 PM must pay overtime fees as follows:

**5 minutes overtime- \$5.00 per child**  
**Each additional 1-10 minutes- \$5.00 per child**

Late fees are paid directly to the director or counselors who stay with your children.

## **ABSENCES AND SIGN-IN PROCEDURE**

Children must report directly to the cafeteria upon being dismissed where they will be signed-in to the program. *If your child will not be attending Part 2 because of a scheduled appointment, vacations, 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 to put a notice of the child's absence in the Part 2 mailbox.

**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.**

## **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 what will be done. 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 access to their child.

When a child is picked up, they must be signed out by signing the sign-out sheet. We ask that families also write in the pick-up time.

## **WITHDRAWAL FROM THE PROGRAM**

**After School Program:** Parents wishing to withdraw their child from the Part 2 after school 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](mailto: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. For a detailed listing on when and where vacation camps will be held, please visit [www.part2kids.com](http://www.part2kids.com) and search "Rates and Payments."

**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.

## **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.

## **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.

## **CALENDAR**

For a listing of when Part 2 will and will not be offered, please refer to the Payment & Vacation Camp Calendar section found at [www.part2kids.com](http://www.part2kids.com) under the "Rates and Payments" tab. One area left off of the calendar is: unscheduled closing possibilities, Part 2 will not be offered during these closings:



## **School Cancellations Emergency Dismissals**

If the program is required to close due to weather or other emergencies **while the program is already in session**, parents will be called and asked to pick up their child immediately. If there is an early dismissal that is announced during school hours, parents will be notified via the school's emergency notification program, not by the Part 2 staff. Part 2 will not operate when there is an emergency early dismissal



## **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.

## **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 an 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.

### **POLICY ON REPORTING A MISSING CHILD**

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

### **SNACK**

Part 2 will provide nutritious snacks in the afternoon. As part of the parent newsletter for the month, a snack calendar will be provided to help you and your child decide whether to send in an additional snack. **If your child has an allergy to certain foods please remind the director prior to the start of the program.**

### **CHILD'S PERSONAL PROPERTY**

Children should not bring money, toys, food or other items not necessary for after school 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.

### **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 asked to leave the program.

### **FAMILY / STAFF COMMUNICATION**

Staff will be available daily to discuss their child's development within the program. Other forms of communication include:

Round Table Discussion - Parents will be given a forum to discuss the program. The round table discussion takes place at the beginning of the year.

Bulletin Boards - Displays current happenings and information

Mailbox - Each family receives private correspondence via the mailbox (a small file folder box found near the sign-out sheet)

Conferences - Families can request a conference with the site director and/or the program coordinator at any time.

Email or Phone - Questions, comments or concerns can be addressed to the Program Coordinator via phone: (802) 482-6298 or email: [johara@cssu.org](mailto:johara@cssu.org)

### **STATE & DIVISION REGULATIONS**

To access and view the state childcare regulations for afterschool programs, go to <http://dcf.vermont.gov>. Click on the 'MOU's and Rules' link, then the 'Childcare Licensing Regulations' and lastly, the 'Afterschool Programs' link.