



Afterschool Program

PARENT HANDBOOK

Updated: October 8, 2018



www.Part2Kids.com

Introduction

Welcome to Part 2! Our school-age childcare 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

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. Part 2 offers a variety of activities that includes, but not limited to: recreation and games, arts and crafts, reading and writing, enrichment activities, dramatic play, and creative expression time for the children to pursue their own interests in a safe and friendly environment. Parents, guardians, and families are welcomed and encouraged to visit the program at any time to join their children in activities.

Goals

Part 2 will provide quality childcare 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: Parents/families must complete a registration online with the \$30 registration fee.

Enrollment Policy: Part 2 is offered to children currently enrolled at Allen Brook, Brewster Pierce Memorial, Cambridge Elementary, Camel's Hump, Charlotte Central, Hinesburg Community, Richmond Elementary, Shelburne Community, Smilie Memorial, 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 Early Education Licensed Programs) 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 Early Ed) staff to child ratio is maintained.

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 1:13 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.

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.

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

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
PO Box 1133
Williston, VT 05495

Fees and Payment Policy

Weekly payments are based on the annual cost of after school days your family is registered for. The annual tuition cost was determined considering all days off throughout the year, then divided into 38 equal payments. Annual tuition prices can be found on the Part 2 website.

1. Tuition payments are automatically withdrawn each Monday that there is scheduled program during that week.
2. Credit or debit cards used for payments must be kept up to date. Failure to provide a valid credit or debit card may result in the withdrawal of your child(ren) from program.
3. For any schedule changes, a \$30 fee will be applied to each change. Families must request the change at least one week in advance. There is no fee for withdrawals, however, we ask for a minimum of a two week's notice before the date of the withdrawal.
4. Families may receive a statement/receipt upon request. Please contact Bookkeeper@Part2Kids.com to request a statement.
5. Any questions or concerns regarding billing should be directed to the program coordinator, Jeff O'Hara (802) 825-1919 or Jeff@Part2Kids.com.

Availability of Subsidies and Scholarships

Subsidies are available for those families who qualify. Please see below for organizations in your area:

For CVSD + CESU schools, contact:

Child Care Resource - 181 Commerce Street, Williston, VT 05495

Phone: 802-863-3367

Email: info@childcareresource.org

Hours: Monday-Friday, 8:30am-4:30pm

For Cambridge Elementary, contact:

Lamoille Family Center - 480 Cady's Falls Road, Morrisville, VT 05661

Phone: 802-888-5229 or 1-800-639-1932

Email: info@lamoillefamilycenter.org

Hours: Monday-Friday, 8:00AM – 4:00PM

We offer scholarships to families, but only after they have applied for subsidy with Child Care Resource. If you are interested in applying for a scholarship, please contact Jeff O'Hara at Jeff@Part2Kids.com.

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/Out Procedures

Children must report directly to the cafeteria upon being dismissed where they will be signed-in to 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 emailing, calling or text messaging. 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/families or persons listed on the registration form, only if permission has been given to the director with a written note by the parent/family. If the child is hesitant going with the person there to pick him/her up, a phone call will be made to the parent/family of the child. Once the parent/family and child have had a chance to communicate, the director and parent/family 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/family does not have custodial rights to pick up their child, the Part 2 coordinator must have the proper legal documentation before denying that parent/family 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 Jeff@Part2Kids.com. Tuition will be due for the balance of the 2 weeks.

Calendar

For a listing of when Part 2 will and will not be offered, please refer to the Part 2 Calendar on our Registration page at www.part2kids.com.

*** Part 2 will be closed for School Cancellations and Emergency Dismissals**

EMERGENCY CLOSINGS

If the program is required to close due to weather or other emergencies **while the program is already in session**, parents/families will be called and asked to pick up their child immediately.

If there is an early dismissal that is announced during school hours, parents/families 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.

If there is a school delay or school closing, Part 2 will also be delayed or closed. Parents/families will be notified via the school's emergency.

VACATION CAMP

Part 2 offers full day vacation camps at some of our sites. Sign ups for these camps will open three weeks prior to the camp start.

Guidelines for Volunteers

Volunteers may contribute to the program when appropriate and only after they have filled out a criminal record form. Volunteers will not be counted in the staff to child ratio and will be directly supervised by program staff.

Confidentiality Policy

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/families the names of other children involved in conflicts with their own child. Part 2 staff will not share contact information with others. All family forms will be kept in a secure location.

Distribution of Medications

Whenever a child is to be given prescription or over-the-counter medicine, the parent/family must provide the program director a completed, signed medication authorization form. The medication must be provided in the original container and 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/family 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, and Field Trips

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director knows what to do if a situation should occur during program hours. Please ensure that any medication that may be needed 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/families 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/families of the child will be called immediately and will need to arrange pick up within a 30 minute timeframe. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents/families will be called as soon as possible. Children need to be fever free, vomit free, diarrhea free or on antibiotics for 24 hours before returning to Part 2.

Outdoor play will not be allowed when temperature (including wind chill) falls below 0 degrees or lightning and thunder occurs.

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

Field trips will occur occasionally and families will receive notification at least one week in advance of the trip. Parents/families may be asked to volunteer on field trips to provide additional supervision.

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.

Smoking is not permitted anywhere on school property.

Immunization Requirements

Part 2 is required by the state of Vermont to maintain up-to-date immunization records of children enrolled. Parents/families will be required to submit current immunization records or grant access to records submitted to the school.

Policy for 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.

Child's Personal Property

Children should not bring money, toys, food or other items not necessary for after school activities to Part 2. Although Part 2 attempts to help children stay organized, it cannot be responsible for lost personal property.

Discipline Procedures

Students are entitled to a pleasant and harmonious environment. Part 2 will use an approach when dealing with discipline that focuses on keeping children engaged in interesting and enjoyable activities during their time at the program. If students are being stimulated with exciting activities, it is the belief of Part 2 that this will minimize the opportunities to engage in inappropriate behaviors.

When a student 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 student will have to adhere to the aforementioned consequence.

In the event the student continues to engage in inappropriate behaviors that day, or if the student is causing harm to him/herself or others in the program, the site director will call the parent/family and have them come and pick up their child. When the parent/family comes to pick their child up, the site director will have a brief meeting with the parent and student (if deemed appropriate) to discuss what happened and what would be a positive way to change the behavior in the future.

If inappropriate behavior is persistent, the following steps will be taken.

STEP 1:

If child continues to show disruptive behaviors after the teachers have given the child guidance and instruction, staff will document the behaviors and inform the parent/family.

STEP 2:

The teacher will write a student success plan. The purpose of this plan will be to help the child develop self control, gain independence in following routines and responsibility, and become respectful within the classroom.

STEP 3:

If the child's behavior persists, the child will be observed by the director or coordinator of the program and meet with the teacher to help determine the child's individual needs and to evaluate the success plan.

STEP 4: If the child continues to display the inability to successfully participate in the current child care setting in a 1:13 staff to child ratio a parent/family/director/coordinator meeting will be arranged. The team will discuss the best care option for the child. Part 2 might no longer be an option for their child.

Family Communication

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

Bulletin Boards - Displays current happenings and information

Newsletters- Monthly Newsletters will be sent out to families each month to keep you updated on our clubs, activities, vacation camps, and more!

Conferences - Parents/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) 825-1919 or email: Jeff@Part2Kids.com.

Follow us on our Facebook page Part 2 Kids!

If you have questions or concerns about a childcare provider in Vermont, call the Child Care Consumer Line: 1-800-649-2642 toll free in Vermont or (802) 241-3110 from other locations.

Part 2 has an "open door" policy for parent/families access to the program. Parents/families are free to access the program at any time, though advanced notification is preferred.

Parent Communication & Involvement

Along with the everyday interactions between parents and staff member, the program will look for parents to come and spend time at our program. Volunteering, demonstrating talents, chaperoning field trips, or just coming in and helping out during the regular activity times are all options for parental involvement at Part 2. It will be up to the Site Director at each site to determine whether they would like parents to come and volunteer during a particular activity.

State and 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.