



2020-2021 PANDEMIC & FAMILY HANDBOOK

Dear MAP Families,

Due to COVID 19, MAP has created a Pandemic Handbook to communicate and address changes in policies related to health & safety as well as procedures & practices.

MAP values the safety and well-being of the children, families, and of our staff. These policies are designed to minimize the risk of virus spread in the MAP community, however, they are not a guarantee that COVID-19 will be completely eliminated from our programs. By sending your child to our program, you acknowledge and agree to the requirements imposed on children and families in these policies.

To the extent there is any conflict between the general 2020-2021 Family Handbook and the Pandemic Handbook, the policies in the Pandemic Handbook will govern and control.

The changes are in accordance with the requirements and recommendations of MAP's licensing agency, the Department of Early Education & Care, the Center for Disease Control, the Medfield Board of Health and our Health Care Consultant.

MAP will adjust this handbook as needed due to changes to State and Federal guidelines and will follow all rules, regulations, recommendations, and requirements for the health and safety of the children, families, staff and community.

Thank you.



Medfield Afterschool Program, Inc.
P.O. Box 18
Medfield, MA 02052

Main Office

17 Elm Street – Behind Wheelock School - MAP Modular

(508) 359-0003

Executive Director: Annette Gallagher **Email:** annette.map@comcast.net

Billing Questions: Gaye Shannon **Email:** mapofficebilling@gmail.com

Jump Start, Kindergarten & First Grade Program

160 North Street – Next to Memorial School - MAP Modular
(508) 359-2165

Program Director: Meghan Jackson **Email:** meghan.map@comcast.net

Second & Third Grade Program

17 Elm Street – Behind Wheelock School - MAP Modular
(508) 359-8513

Program Director: Alex Sakash **Email:** Alex.23map@gmail.com

MAP @ the Pfaff (grades 4-7)

124 North Street - Pfaff Center – Corner of North St. & Dale St.
(508) 359-2168

Program Director: Kurt Jackson **Email:** kurt14.map@gmail.com

Counselor-in-Training Program (grade 6-7) (suspended 2020-2021)

Students enroll to assist @ any of our programs

Program Coordinator: Annette Gallagher **Email:** annette.map@comcast.net
Phone: (508) 359-0003

PANDEMIC HANDBOOK

PREVENTING THE SPREAD of COVID-19 at MAP

SCREENING

All families must screen their child daily, prior to them arriving at MAP. Families will be required to take their child's temperature and to attest to the health of their child via a signed document each day their child attends the program.

Staff will visually screen children throughout the day for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue (accompanied by other symptoms), or extreme fussiness.

MASKS

- All children and staff will wear masks covering their nose and mouth.
- Everyone should arrive at MAP wearing a masks from home.
- Children are encouraged to keep an extra clean mask in a zip lock bag, labeled with their name in their backpack.
- Mask breaks optimally will be taken outside. Indoor mask breaks will be allowed when there is at least 10 feet of physical distance.
- In the event a child or staff member's mask becomes soiled or damaged; MAP will have disposable masks available.
- All parents and/or guardians are required to wear masks or face coverings at drop-off, pick-up, or any time they are on premises.

HEALTHY HAND HYGIENE

Everyone will wash hands often with soap and water for at least 20 seconds. Hand washing instructions are posted above every sink, in a developmentally appropriate manner for all to understand. When soap and water are not readily available, an alcohol based hand sanitizer will be used. Hand sanitizer will be kept out of reach of children, and its use will be supervised by teachers.

Hand hygiene will occur at the following times:

- Upon entry into and exit from the program space
- Before and after eating
- After sneezing, coughing, nose blowing, or touching the face
- After using the bathroom
- After playing outside
- After using shared equipment or touching other potentially contaminated surfaces

PHYSICAL DISTANCING

Physical distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance of at least 6 feet from others when possible. The following physical distancing strategies will be in place:

- Staff and children will maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene,

cough etiquette, cleanliness, and sanitation will be rigorously practiced. Visual cues (posters, etc.) will also be placed around the room, at children's eye level.

- Groups will include the same individuals each day, to the extent possible, and the same MAP staff will remain with the same group each day. Each group will have a designated indoor space for their use.
- MAP staff will implement activities based on physical distancing and will use visual cues, such as colorful tape, hula hoops, mats, or cones to set up different areas for the child to play.
- Children will be physically distanced while eating. Cleaning and disinfecting of tables and chairs will happen both before and after.
- Playground times will be staggered so each classroom has use of the playground solely.
- Proper cleaning & disinfecting of shared equipment will occur between each grouping.

HEALTH & SAFETY

COVID HEALTH POLICY

COVID-19 has had a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever (temp 100° or greater)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a child has any of the above symptoms, they must not come to MAP.
 - If a child exhibits any of these symptoms while at MAP their parent/guardian will be contacted and asked to pick their child up immediately.
 - A child must stay home if they have had close contact with someone known to be infected with COVID-19. Close contact is defined as being within 6 ft of an individual for more than 10 minutes while that person was symptomatic (starting 48 hours before their symptoms began until their isolation period ends).
 - MAP will create a designated space at each program to isolate sick or symptomatic children.
 - A staff person will wait with the child until the child can be picked up from the program.

IF A CHILD OR STAFF MEMBER CONTRACT COVID-19

Sick children or staff members who are COVID-19 Positive or are presumed to have COVID-19 must not return until they have met the criteria for home isolation and have consulted with a health care provider.

MAP will determine the date of symptom onset for the sick child/staff member and will then determine if the child/staff member attended/worked in the program while symptomatic or in the two days before symptoms presented. MAP will then identify what days the child/staff member attended or

worked in the program during that time, as well as who worked with or had close contact with the child/staff member during those days. Those children's families and staff will be notified by email regarding the exposure.

In the event that MAP experiences an exposure the following parties will be notified:

1. Employees and families about exposure. No names will be released to protect confidentiality.
2. Local Board of Health if a child or staff member is tested and confirmed COVID-19 positive.
3. Department of Early Education and Care if a child or staff member is COVID-19 positive.

MAP will obtain guidance from the local Board of Health regarding quarantine for other children and staff as well as additional precautions that will be needed to ensure the safety and well-being for all. Families will be notified immediately should MAP be required to close.

CRITERIA FOR RETURNING TO MAP

In the case of an individual who was diagnosed with COVID-19, the individual may return to MAP when **ALL THREE** of the following criteria are met:

1. at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications),
2. the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath), and at least 14 days have passed since symptoms first appeared.
3. Has been seen by a medical professional and provides a note from such professional.

In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until the individual has completed the same three-step criteria listed above.

If the individual has/had symptoms that could be COVID-19 and wants to return to MAP before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

A physician's note **MUST** be provided in writing which clearly states: "**(name of individual) was seen on (date) and evaluated for (specific symptom or issue). This individual does NOT have COVID-19 and is able to return to childcare without placing others individuals at risk.**"

If a parent believes that they or their child have had close contact with someone with a confirmed case COVID-19, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The child or staff is not permitted to return to MAP until the end of the 14-day self-quarantine period from the last date of exposure.

Criteria for sending a formerly ill child (who has not tested positive for COVID-19) back to MAP:

- if a child is allowed back in school and/or
- fever free for 24 hours without the use of fever reducing medications
- free of diarrhea for 24 hours
- free of vomiting for 24 hours

- when medication for communicable diseases is required, the child must have been on the medication for 24-48 hours after 1st dosage

Due to the number of children in close contact it is impossible to totally eliminate the spread of infection in an after school program. Children often harbor viruses before symptoms appear and therefore unknowingly infect other children.

In the event a child exhibits any of the COVID-19 symptoms listed above, the child will be removed from the group and isolated. The parent/guardian will be contacted immediately and the child must be picked up right away.

Families are also asked to notify MAP when their child is diagnosed with a contagious illness such as strep, conjunctivitis, the flu, stomach bug, lice, etc. Names are kept confidential, when we share the information with all families.

VULNERABLE/HIGH RISK GROUPS

It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Parents should consult with their health care provider on what is appropriate for their child. Based on currently available information and clinical expertise, people 65 or older might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors. Staff or family members age 65 or older are encouraged to talk to their healthcare provider to assess their risk and to determine if they should avoid exposure and stay home.

ENHANCED CLEANING & DISINFECTING MEASURES

Cleaning and disinfecting will be intensified following the COVID-19 standards. All cleaning and disinfecting products will be EPA-registered. We may also use a solution of bleach and water in the amount specified for disinfection. We will follow a regular cleaning schedule. MAP will regularly clean, sanitize, and disinfect surfaces and objects that are frequently touched, including but not limited to toys & games, chairs, tables, doorknobs, light switches, sink handles, and cubby areas. Bathrooms will be cleaned and disinfected regularly throughout the day.

DAILY OPERATIONS

DROP-OFF AND PICK-UP

- Families must complete the daily health screening survey via Google Forms prior to 7:30am each day their child attends MAP.

- Each family will be assigned a drop-off and pick-up time. Please arrive as close to that time as possible.
- All drop-offs and pick-ups will take place outside of the MAP buildings. MAP staff will greet the child and send them to their assigned group and teacher.
- Families, Guardians & Caregivers may not enter the program at this time.
- MAP asks that, whenever possible, one consistent person (parent, guardian or caregiver) be responsible for doing all drop off/pick-ups from MAP.
- If you wish to speak with a teacher, the Program Director or the Executive Director it is best to call or email the program to set up a time.

PROGRAM PLAN

- Children will be assigned to groups of ten or less with one teacher. That group will remain together for the day/week, and will not intermingle with other groups. This is done in an effort to limit exposure.
- Not all children come to MAP 5 days a week. MAP will make every effort to maintain stable groupings to the extent possible.
- We will use furniture and other dividers to separate larger MAP spaces into smaller areas, and each will accommodate a group of 10 children and 1 teacher.
- Areas will be disinfected before use by another group.
- Groups will spend an ample amount of time outdoors every day, weather permitting.
- All outdoor and playground equipment will be cleaned between groups. While outside and physically distanced, children and staff may remove their masks.
- Each teacher will provide a variety of activities, both indoors and out, to engage their group throughout the day.
- No outside visitors, special events, or field trips (other than walking in the neighborhood) will be planned at this time.

EATING AT MAP

LUNCH & SNACK

- All children must bring snacks and a lunch every day. We will break for a morning and afternoon snack daily. It is best to pack a few extra items since we will not have snacks on hand if children are still hungry.
- MAP teachers will not assist in handling children's lunches at this time. All lunches should arrive ready to eat (pre-cut, no microwaving or toasting)
- Children should all come to MAP with a full re-usable water bottle. MAP can refill when needed.
- Children will be seated with at least 6 feet of physical distancing
- Children may eat in shifts
- Children may eat outside (weather permitting)
- Children will no longer brush their teeth at MAP

CLOTHING & BELONGINGS

- **ALL of your child's belongings must fit in their bag.**
- All children will need to bring a small box of their own art supplies to MAP. We recommend sending any supplies they enjoy (crayons, markers, colored pencils, scissors, glue stick, etc.) MAP will keep a supply of these items as well, however they will need to be disinfected after each use.
- Please do not send other toys from home. Children who need an item for emotional support, may bring those.

- Children should keep a change of clothing and extra masks in their backpack at all times.

PARENT COMMUNICATION

- Families must provide MAP with multiple ways to contact them, in addition to the best contact number in case of emergency. MAP also requires the name and contact information for at least one person we can contact in the event that a parent/guardian cannot be reached.
- Parents/Guardians must have the ability to pick up their child immediately if symptoms are exhibited.
- In the event of a case of exposure or illness at MAP, families will be contacted via email and notified of the circumstances. MAP will also notify the Department of Early Education and Care, the Board of Health, and MAP's health consultant. MAP will respect the confidentiality of all involved.

EMERGENCY CLOSINGS, DELAYS, SNOW DAYS, ETC...

The schools may cancel in-person learning and switch to fully remote learning due to weather or other emergencies. In this case, MAP may elect to close, have a delayed opening, or have an early closing due to weather or other emergency. MAP will attempt to notify families via: email, on our website, TV Channel 7 News and www.whdh.com. MAP will use its own discretion on its openings and closings based on the severity of the weather/emergency, and keeping in mind the safety of the children, families, and staff.

TUITION POLICY

MAP recognizes that extended school closures (i.e. COVID-19) create unique challenges and significant hardship. In the event of extended closures, we will continue to be thoughtful in our approach to responsibly balance the needs of our children, families, teachers and community. We recognize that every family's situation is unique and are willing to address needs on a family by family basis.

**MEDFIELD AFTERSCHOOL PROGRAM
2020-2021**

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INTRODUCTION TO MAP

Welcome to the Medfield Afterschool Program (MAP). The information contained in this handbook is designed to inform you of policies, procedures, and routines in order to initiate and maintain ongoing constructive communication between families and MAP. Up to date information can be found on our website: www.medfieldafterschoolprogram.com

History of MAP

MAP was established as a non-profit corporation in 1989 by concerned working families in need of child care when the Needham YMCA closed its after school program in Medfield. Initially, there were 17 children enrolled in the program and it was housed in the Memorial School cafeteria. MAP leased the space from the School Department for \$1. Parent volunteers cleaned up the cafeteria (which had been used for storage) and solicited donations for materials, supplies and games from families and businesses. MAP continues to rely on both parents/guardians and concerned citizens to help administer, fund, and support MAP's commitment to provide quality child care to children residing in Medfield and enrolled in preschool and kindergarten through sixth grade. The program is fully licensed by the Department of Early Education and Care which is required by law in the Commonwealth of Massachusetts.

In 1990, Gaye Shannon was hired as the Executive Director and there were 26 children enrolled. Today, MAP enrolls approximately 350 students from 270 families at three facilities, and employs between 25 and 30 educators & staff.

Over the years, Medfield school building usage has changed and MAP facilities have changed with it. During a reconfiguration of the Memorial School, MAP moved from there to the Middle School. MAP built its first modular classroom in 1998 at the Memorial School after the School Department requested MAP extend its kindergarten coverage to include both morning and afternoon. This modular building also housed the first graders, while the rest of the MAP students remained at the Middle School.

In 1999, the second and third graders were moved from the Middle School to a classroom at Wheelock. In 2000, MAP began to lease space from the Park and Recreation department for the fourth and fifth graders, which was adjacent to the Dale Street School, providing much needed relief on the space at the Middle School.

In 2002, the Memorial School underwent construction and the MAP modular building was moved to the Wheelock School. The kindergartners and first graders were housed in this modular building at Wheelock while the second and third graders remained in the MAP classroom at Wheelock.

By 2003, the Memorial School construction was complete. MAP built a second modular building at the Memorial School and the kindergartners and first graders moved back to this site. The second and third graders moved out of the Wheelock classroom and into the modular building at Wheelock. That year, MAP also implemented a Kindergarten extension program to operate in the modular at Wheelock to offset the growth in the number of kindergarten families needing care. This program ran successfully for ten years but enrollment in the Medfield Public schools decreased, therefore, MAP was able to accommodate all families at the K-1 site.

In 2014, MAP continued to grow and change to meet the needs of the families in our community. When the Medfield Public schools increased the number of Full Day Kindergarten classes, MAP started the Jump Start program (an enrichment program for children who are 4 & 5 years of age).

MAP has a long history of working with the schools and responding to community needs. MAP is fiscally prudent, operating on a balanced budget and keeping tuition affordable.

We want to express our pride in and commitment to the continuing excellence and growth of MAP and hope you will become involved and share our enthusiasm.

Mission Statement

To create enriching opportunities for pre-school and school age children in a stimulating and nurturing environment.

Philosophy & Program Purpose

Since the before and after school period represents a major portion of a child's free time, MAP is designed to provide children freedom of choice within a structured environment. MAP offers various activities to enhance individual children's interest, talents, and values. The program will foster each child's need for relaxation, quiet time, an environment for homework, and a supportive atmosphere during this period.

Inclusion and Non Discrimination

MAP does not discriminate in providing service to children and their families on the basis of sex, race, religion, cultural heritage, national origin, political beliefs, sexual orientation, gender identity, disability, marital, or economic status provided that the program can meet the needs of the child.

Organizational Structure

The MAP Board of Directors assists in the administration of the program. For 2020 - 2021, the Board consists of the following **Board Members:** Lauren Beitelspacher, Jerid Grandinetti, Keith Healey, Tara Jennings, Blake Finchen, Karlene Blake, Aaron Herr, Maria Warner, Matt Bergiel, and Brady Hermann

Executive Director: Annette Gallagher

Annette Gallagher, Executive Director, reports to the President of the MAP Board. Health and safety issues are reported to MAP's Health Consultant.

As Executive Director, Annette Gallagher is in charge of the overall operations of the program, Program Directors, Coordinators, Educators, and any office support staff.

In the event of the Executive Director's absence, the Program Directors or Lead Educators or Coordinators of each program would be in charge. The Program Directors are in charge of their individual programs, the Lead Educators and the Educators at their program.

Jump Start, Kindergarten & First Grade Program – Memorial School Site:

Program Director: Meghan Jackson

Lead Educator, Jump Start & Kindergarten Coordinator: Kim McKellick

Lead Educator AM Jump Start & Kindergarten: Trish Pepper-Foley

Second & Third Grade Program – Wheelock School Site:

Program Director: Alex Sakash

Lead Educator: Charlotte Cassidy

MAP @ the PFAFF – Fourth –Sixth Grade Program: Pfaff Center

Program Director: Kurt Jackson

Lead educator: Eric Adams

Counselor-in-Training Program: Annette Gallagher

MAP educators are qualified professionals with a variety of backgrounds and experiences. Educator's and Director's degrees include Elementary or Early Childhood Education, School Age Care, Recreation, Physical Education, Drama, Art, Music, Psychology, etc.

All educators are trained in First Aid, CPR, and Medication Administration. Throughout the year, the MAP educators are required to attend professional development trainings on a variety of school age topics relating to programming and quality of care that we provide to the MAP families.

In compliance with the Department of Early Education and Care, MAP conducts the following on all employees prior to hire and on all current employees at their discretion, but at least every 3 years: Background Record Check, a fingerprint-based national and state criminal history database check, a Criminal Offender Record Information (CORI) and Department of Children and Families (DCF) check, a Sex Offender Registry Information (SORI) check, and a National Sex Offender Registry (NSOR) check.

PROGRAM INFORMATION

Program Goals and Objectives

MAP's goal is to provide a quality program. We strive to establish a safe, supportive, relaxed environment where a child's physical, social, emotional and intellectual needs can be met. To accomplish this, a few of the program goals are as follows:

- A. To help children establish an atmosphere of respect for others and self.
- B. To assist children in developing self-control and a clear understanding of the expectations in the after-school environment.
- C. To foster an environment that offers activities children might participate in at home.
- D. To provide an environment where children develop an enthusiasm for learning, exploring, and creating through the use of play, activities, and exploration.
- E. To provide ample opportunities for indoor and outdoor time.
- F. To support parents/guardians/caregivers and encourage their involvement while building open, honest communication.
- G. To assist children in becoming independent and responsible through self-directed and individual activities.
- H. To help children learn appropriate alternatives to angry and aggressive behaviors.

Family Involvement *please see pandemic handbook*

Parents & guardians are encouraged to visit the program, and see their child in action. For safety and security reasons, we request that all visitors check in with the MAP staff on site. If you wish to talk with the Program Director or other educators, calling ahead and setting up a time is advisable.

MAP strives to foster good communication between parent/guardian and educators so that each child receives the individual attention needed. Newsletters, sign up forms, etc. can be found on our website: www.medfieldafterschoolprogram.com *Please remember to notify MAP of any changes in your work telephone numbers, change of jobs, emergency numbers, email addresses, and authorizations.*

Progress reports are sent home at mid-year and the end of the year.

Conferences will be provided upon request of the educators or the parent/guardian to discuss concerns, issues, a child's current development, etc. During conferences, educators, parent/guardians, and the child, when appropriate, may all be asked to participate in the problem solving process.

Enrollment Procedure

All families interested in enrolling a child in MAP are encouraged to visit the MAP web site at www.medfieldafterschoolprogram.com or to contact the program to set up a tour and review program policies with the Executive Director or Program Director.

Children may be enrolled for one or more days per week. The options available for enrollment are:

Jump Start MAP at the Memorial Site:

- Morning Jump Start MAP – 8:30 a.m.-12:15 p.m.
- Afternoon Jump Start MAP - 11:15 a.m. -2:30 p.m.
- Full Day Jump Start MAP - 8:30 a.m. -2:30 p.m.

Kindergarten & First Grade Program at Memorial Site:

- Morning Kindergarten/PM MAP: K dismissal until 2:30 pm, 4:30 pm, or 6:00 pm
- Afternoon Kindergarten/AM MAP: 8:30 am until afternoon kindergarten.
- Afternoon Kindergarten: Dismissal until 4:30 pm or 6:00 pm.
- Full Day Kindergarten or First Grade: Dismissal to 6:00 pm.

First Grade – Sixth Grade:

- Dismissal to 6:00PM.

To start the enrollment process, a completed enrollment form along with a \$50 registration fee should be sent to MAP (P.O. Box 18 Medfield, MA 02052). If the requested days are not available for your child in their particular program you can elect to be put on a list, in which MAP will notify you once the day(s) you have requested open up or at the Executive Director's discretion. If you elect not to wait for your requested days, your \$50 registration fee will be returned. *Please note: it can take approximately two-three weeks to process your enrollment.

A notification of acceptance into the program will be followed by a confirmation letter and a request for a two-week tuition deposit to hold your spot. Once we receive your tuition deposit and prior to attendance in the program, MAP requires the completion of Child Information Forms. These forms are available on our website, or paper copies are available at your request. **MAP MUST have these completed forms prior to your child's attendance.**

Tuition Deposit Guidelines: **please note the guidelines below reflect our standard policy. Due to COVID-19 special consideration and adjustments have been made and emailed to enrolled families.**

If you are electing to make changes to your child or children's day(s) of attendance or to withdraw your child from MAP prior to the beginning of the school year, MAP will adhere to the following tuition deposit guidelines:

- 100% refundable if MAP is notified in writing (email accepted) by July 15
- 75% refundable if we are notified in writing by July 30
- 50% refundable if we are notified in writing by August 15
- Non-refundable after August 15 *and families are responsible for the first tuition installment.*
- After September 15, MAP requires a two-week advance written notice (email accepted) to make schedule changes (add days based on space availability, drop days, or withdraw from the program).

Once school begins, MAP requires a two-week advance written notice should you wish to add, drop or change days as well as withdraw from the program. Tuition deposits will be refunded after receiving your written notification, adhering to the schedule above, and once your account is paid in full.

Re-Enrollment Procedure and Transition Plan

Re-Enrollment for children currently in the program begins in the early spring. The re-enrollment forms will be emailed to you and placed on our website: www.medfieldafterschoolprogram.com. Along with the re-enrollment form a \$50 registration fee is due (\$30 additional for each sibling).

Re-enrollment is at the Program's discretion; however, priority may be given to:

- Those currently enrolled and re-registering prior to MAP deadlines.
- Those enrolled in MAP during the previous year and utilizing the full day (*staying past 2:30 pm*).
- Siblings of families with a current enrollee.
- Families whose children could not be accommodated during the previous year and want MAP in the following grade or had stayed until 2:30 p.m. in our kindergarten programs.

Children re-enrolling will be confirmed for their same day(s)/schedule in MAP for the following year. Changing your scheduled days for the following year will be granted in the event space is available. MAP does its best to accommodate schedule changes. All schedule changes must be given to MAP in writing.

With written notification, families may request that their registration fee be returned in the event space does not open up at MAP for their child to attend. Families wishing to continue waiting for space to open up in the following school year/following grade must notify Annette Gallagher, the Executive Director. Please be aware that turning down space when it becomes available, will result in their child being moved to the bottom of the list.

MAP is conveniently located at or near each of the Medfield Public Schools. Children enrolled in MAP attend the program that is at or near their school. When children transition from one program to the next, for example from the K-1 to 2-3 program, MAP assists the child and family with this transition by:

- Conducting an Open House at each of its sites prior to the beginning of school. **This will not be possible this year, due to the pandemic.**
- Transferring the child's complete file (including progress and incident reports) to the next program.
- Welcoming families to contact us and set up individual appointments with the Educators, Coordinators, Program Directors, and/or Executive Director if they have questions or concerns about the new program for their child.
- Providing detailed information about each of our programs on our website, www.medfieldafterschoolprogram.com.

Transportation Plan & Procedure *please see pandemic handbook*

Ensuring a smooth arrival to MAP is an important process involving both the parent/guardian and the MAP educators.

- First, the parents/guardians **MUST notify their child's teacher as well as the principal's office of their attendance to MAP. Jumpstart families enrolled in the Memorial Integrated Preschool must notify Memorial. A form is available via the Medfield Public schools website.**
- Second, the parent/guardian is responsible for **notifying their child's MAP program if their child(ren) will not be attending MAP.**
- Third, the parent/guardian is responsible for picking up their child (ren) and must **notify MAP if anyone else will be picking up his or her child (ren).**

The transition from MAP to school and from School to MAP is outlined below:

- ***For children that attend the Blake Middle School:***
The children will either walk or ride the bus to the MAP program that they have enrolled in at dismissal. A MAP educator will greet all children and attendance will be taken.
- ***For children that attend the Dale St. School:***
The children will meet in the MAP line at the Dale St. School gym. A MAP educator will greet the children and attendance will be taken. They will then walk to the MAP space at the Pfaff Center.
- ***For children that attend the Wheelock School:***
The children will meet in the designated MAP area at the Wheelock School. A MAP educator will greet the children and attendance will be taken. They will then walk to the MAP space.
- ***For children that attend the Memorial School:***
 - The children attending the Jump Start MAP (8:30-12:15 p.m.) are dropped off by the parent/guardian and must be signed in at MAP. Children that attend the Memorial Integrated Preschool after Jump Start MAP will be walked to their classrooms at 12:15. Children who attend Memorial Integrated Preschool in the morning will be received at dismissal time (11:15) by a MAP educator and walked to the modular classroom.
 - PM Kindergarten children that attend AM MAP (8:30-12:05) are dropped off by the parent/guardian and must be signed in at MAP. The MAP educators will walk the children to the Memorial School at 12:05.
 - Children that attend AM Kindergarten, Full day kindergarten or 1st grade will be received at dismissal (11:05 am or 2:30 pm) by a MAP educator in the school, attendance will be taken and children will be walked to the MAP building.

- **Field Trips** - On some early release and vacation days, MAP will take the children on field trips. MAP transports children by hired school bus only. MAP will notify you at least two weeks in advance of the planned trip. Permission slips must be signed and returned before the day of the trip. At times we take walking trips around the local area, for example to the library, parks, around the school, etc...). We try our best to keep families informed.
- **Emergency**- In the event of an emergency an ambulance will transport your child to the nearest medical facility. A MAP educator will accompany the child in the event his or her parent does not arrive to MAP prior to the ambulance leaving the emergency site. The child's Information Form will accompany the educator and child to the hospital.

Tuition Policy *subject to change*

Tuition Calculation:

- MAP establishes a daily fee for each program (Jump Start through 6th grade) based on the cost to care for each child.
- This fee is multiplied your child's weekly schedule and number of weeks in the school year (approximately 38).
- It is then divided by 10 (or if starting later in the year, by the number of months remaining) to establish a monthly rate.
- MAP offers a 10% tuition discount for enrolling 5 days a week, and a 5% sibling discount for the lesser tuition.
- A deposit is required at MAP sign up. Tuition deposits will be held in escrow until you leave the program and then refunded to you provided your account is paid in full.

Payment:

- All tuition is due in advance of services being rendered.
- Tuition is due regardless of your child's absence from the program due to illness, holidays, vacations, etc.
- Tuition statements are emailed on the 15th of the month. Payment is due no later than the first of each month. *(For example, the first bill of the year will go out on August 15 and payment is due to MAP on or before September 1).*
- If you prefer to receive printed statements, need a receipt or other documentation please email your request to our Office Manager, Gaye Shannon at: gayeshannon@verizon.net.
- Tuition payments are payable to the "Medfield Afterschool Program" or "MAP." Payments must be by check, via your bank's online bill pay, or a money order. Please put your customer number and/or your child's last name on your check. Cash will not be accepted. Tuition payments can be dropped off at your child's program, placed in MAP's locked drop box located outside the Wheelock MAP modular, or mailed to: MAP, P.O. Box 18, Medfield, MA 02052.

Late Payment Fees and Program Exclusion:

- Payments that have not been received within 10 business days of the first of the month will result in a late fee of \$25.00 being charged to your account.

- In the event a tuition check is returned by the bank to MAP, a fee of \$25.00 will be assessed to your account.
- MAP may discontinue services if payment is not received for the past due amount within 20 business days of when the payment was due. Nonpayment of tuition will result in your child being removed from our enrollment, and the loss of your two-week tuition deposit.
- Overdue accounts may be referred to a collections agency after 30 days unless other arrangements have been made with the Executive Director. Families are responsible for all account balances, plus reasonable collection and attorney fees associated with the collection of the account.
- In order to not jeopardize your child's enrollment for non-payment of tuition, families must contact the Executive Director to create a written payment plan. Payment plans must outline a new payment structure that includes the outstanding balance and ongoing tuition. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 8 weeks to pay the overdue balance amount. Failure to maintain the payment plan will result in an automatic suspension of your child's enrollment. Families will forfeit their refundable two-week tuition deposit for non-payment of tuition and still be responsible for the past due amounts.
- MAP reserves the right to end enrollment and/or refuse future MAP enrollment due to non-payment of tuition.
- Once the tuition balance is paid in full the child/children may be re-enrolled, dependent upon space availability.
- If paying your tuition becomes a hardship, please contact the Executive Director, as they may be able to provide you with resources for financial assistance.

Tuition Inclusions/Exclusions:

- Tuition will be charged for holidays and non-school days that fall within the academic year.
- Jump Start families are not billed for teacher professional days, conference days or non-school days as we are not open for Jump Start on those days.
- MAP does not charge extra tuition for coverage on early release days or conference days that are part of your child's normal schedule.
- MAP does not include or bill tuition for the school vacation weeks (December, February or April).
- If there is a non-school day that MAP elects to open, there will be a special sign up and extra tuition may be due (not available for Jump Start).
- For special openings, extra days, February or April Vacation week tuition, etc., additional tuition is due with sign up.
- In the event of school closings (ex. snow days), additional days will be added at the end of the school year. These days were not included in your MAP tuition, as such; MAP will bill you for any additional days, per your child/children's schedule. Families are responsible for paying for the additional days regardless of whether or not your child attends MAP. Failure to pay for these additional days will jeopardize your child's enrollment for the following year.

Schedule Changes:

- MAP requires 2 week written notice (email accepted) to make a schedule change, add or drop days, or withdraw from the program.
- Changes are subject to availability. Tuition will be adjusted accordingly as of the effective date of the change.

Late Pick up Fees:

- Late pick up fees will be billed separately and are payable upon receipt of invoice.
- The late pick up fee is \$1.00 a minute after the applicable program designated pick-up time (12:15, 2:30, 4:30, or 6:00 p.m.).
- We do not want to charge you this late fee; we want you to arrive on time! Please notify us whenever possible if you are going to be late so we may inform your child.

MAP recognizes that extended school closures (i.e. COVID-19) create unique challenges and significant hardship. In the event of extended closures, we will continue to be thoughtful in our approach to responsibly balance the needs of our children, families, teachers and community. We recognize that every family's situation is unique and are willing to address needs on a family by family basis.

2020-2021 DAILY AND WEEKLY TUITION RATES

	<u>Daily</u>	<u>Full-Time (5 days)</u>
<u>Jumpstart MAP</u>		
8:30 a.m.-12:15 p.m.	\$37.00	\$167.00
11:15 a.m.-2:30 p.m.	\$33.00	\$148.00
8:30 a.m. -2:30 p.m.	\$62.00	\$279.00
<i>*Please note: Jump Start MAP is closed on all non-school days that MAP elects to open as well as all early release days and no tuition is charged for those days. See early release section on page 12.</i>		
<u>Half Day Kindergarten</u>		
MAP morning only-8:30 am-dismissal	\$29.00	\$131.00
MAP morning and return until 4:30 pm	\$45.00	\$203.00
MAP morning and return until 6:00 pm	\$54.00	\$243.00
AM K dismissal and afternoon MAP until 2:30 pm	\$29.00	\$131.00
AM K dismissal and afternoon MAP until 4:30 pm	\$45.00	\$203.00
Dismissal-6:00 p.m.	\$54.00	\$243.00

Full day K – Grade 6:

Afternoon dismissal until 6:00 p.m.	\$33.00	\$148.50
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**Please note that MAP accepts voucher payments from the State. A financial assistance program is also available; please contact the Executive Director at annette.map@comcast.net for more information and an application.*

Changes in Enrollment

MAP requires that changes for the start of the school year be given in writing by August 15. Dropping MAP after this date will result in the loss of your tuition deposit and you will be responsible for the payment of tuition for the month of September. After September 15, a two-week advance written

notice is required to make changes, drop days, or withdraw from the program. Should you wish to add days, we will honor your request at the earliest time possible and if available. All notices must be given in writing or email to the Executive Director or Program Director of your child's program. Your installment amount will be adjusted accordingly. Two week deposits are held in escrow and will be refunded to you when you leave the program and your account is paid in full.

Should you wish to request an occasional extra day or to extend your child's pick up time (for example, from the 2:30 p.m. to 6:00 p.m. pick-up), we request as much notice as possible but not less than one day in advance. Please consult your child's program director. Again, this request will be honored provided there is space availability.

If your child is ill, payment is still due. **Changing or swapping days is not allowed. Please remember, you must notify your child's program when your child will not be attending MAP.**

Holidays & Vacations (TBD based on new School Calendar)

If a non-school day or holiday falls during a normal school week, you must pay tuition for that day with the exception of the December, February, and April vacation breaks.

MAP is closed during the December vacation break (**December 24, 2020- January 1, 2021**) and tuition is not charged for this week.

MAP offers special full day programs during the vacation weeks of February (**Tuesday, 2/16-Thursday, 2/28**) and April (**Tuesday, 4/20-Friday, 4/24**) **for children in kindergarten through grade 6** (not available for Jump Start families). **You must sign up in advance and pay in advance for these special vacation programs.** Sign-ups for February & April Vacation will be emailed to you and placed on MAP's web page: www.medfieldafterschoolprogram.com.

The non-school days or holidays that **MAP is CLOSED** for the 2020-2021 school year are:

- September 7 (Labor Day)
- October 12 (Columbus Day)
- November 11 (Veteran's Day)
- November 26 & 27 (Thanksgiving and the following day)
- December 24 - January 1 (December Break and New Year's Day)
- January 18 (Martin Luther King Day)
- February 15 (President's Day)
- April 19 (Patriot's Day)
- May 31 (Memorial Day).

[Please see the MAP calendar here](#)

The non-school days or holidays that **MAP will be OPEN and offering full day programs for children in Kindergarten through grade 6** (not available for Jump Start families):

- Monday, 9/28
- February Vacation: 2/16-2/18
- Friday, 3/26
- Friday, 4/2
- April Vacation: 4/20-4/24

Sign-ups for these days will be emailed to you in the weeks prior to the special sign up day and also posted on our web site: www.medfieldafterschoolprogram.com Advance sign-up and payment (additional tuition) is required to attend on these special full day openings (8:00 am – 6:00 pm.).

Early Release Days & Conference Days (TBD based on new school calendar)

Jump Start MAP is CLOSED on early release days & conference days. *Jump Start families are not charged tuition for these days.*

MAP is open on early release days and conference days for half-day kindergarten. In accordance with the Medfield Public School Calendar:

- There will be **NO PM Kindergarten on the following 8 early release days:**
Friday 9/25 Friday 10/30 Tuesday 11/17 Thursday 11/25
Thursday 12/10 Tuesday 12/15 Wednesday 12/23
Monday 6/17 (**last day of school if no snow days/emergency school closings*).
Children normally enrolled in AM MAP on the above listed dates, may be dropped off at 8:30 am (no transportation provided by the Medfield Public Schools) and may stay until 2:30 pm or their usual pick up time. ***Children in morning Kindergarten will come to MAP at dismissal on their normally scheduled days.***
- There will be **NO AM Kindergarten on the following 6 early release days:**
Tuesday 1/26 Monday 2/8 Thursday 3/18 Tuesday 3/23
Wednesday 4/14 Friday 5/14
Children normally enrolled in PM MAP may be dropped off at 8:30 am and may stay until 2:30 pm or their usual pick up time. ***Children in PM Kindergarten will attend the morning session of kindergarten and be released to MAP at dismissal on their normally scheduled days.***

MAP is open on all early release days for Full Day Kindergarten through 6th grade and all conference days Full Day Kindergarten through 5th grade (*please make note that 6th grade students do not have conference days*). There is no extra charge for families in FDK-6th grade on these days.

For 2020-2021, the scheduled early release days & conference days are: TBD

- Friday, 9/25
- Friday, 10/30
- Tuesday, 11/17
- Wednesday, 11/25
- Thursday, 12/10
- Tuesday, 12/15
- Wednesday, 12/23
- Tuesday, 1/26
- Monday, 2/8
- Thursday, 3/18
- Tuesday, 3/23
- Wednesday, 4/14
- Friday, 5/14
- Thursday, 6/17

PLEASE REMEMBER TO PACK YOUR CHILD A LUNCH and a toothbrush if applicable

Late Pick-Up Policy

MAP closes at 6:00 PM. Parents/Guardian/Authorized Pick up Persons arriving at or leaving the program after 6:00 PM will be charged a late fee of \$1.00 per minute. Jump Start/Kindergarten families electing the 12:15, 2:30, or 4:30 PM pick-up will be subject to the same late fee.

The late fee is paid to the educators that are on duty. **Remember, we do not want to charge you this late fee; we want you to arrive on time.** You will be asked to sign in the late fee notebook. Payment is preferred that day. MAP can bill you if necessary and payment is due upon receipt. **If you are going to be late, please call MAP and let us know.**

In the event that the parent/guardian/pick-up person is *15 minutes* late picking up, a MAP educator will attempt to contact the parents/guardian at home, work, cell, etc... A MAP educator will continue to attempt to reach the parent/guardian using the numbers listed in their child's file.

After *30 minutes* have passed beyond the pick-up time without a call from or reaching the parent/guardian/pick-up person, the MAP educator will then begin calling people listed on their Child's Information Page under Authorized to Release and Emergency Pick-up.

If a person listed in the child's file comes to pick them up, a MAP teacher will leave a note on the door letting the parent/guardian know who picked up and the time, as well as leaving another round of messages with the same information.

After *1 hour* has passed beyond the pick-up time and the MAP educators are still unable to contact the parent/guardian and found no one on the Authorized to Release or Emergency Pick-Up to come for the child, the MAP educator will call the Medfield Police Department for assistance. **Parents/Guardians who are consistently late or significantly late without calling will be suspected of abuse and neglect.**

HEALTH & SAFETY

Behavior Management Policy

Behavior Management and guidance is based on an understanding of the needs and development of the child as well as the circumstances of the moment. What is effective in one situation may not be appropriate in another. Similarly, what works well for one child may not be effective if tried with another child.

Our primary goals @ MAP for behavior management and guidance are to:

- Maximize the growth, learning and development of the child
- Cultivate relationships so the child feels comfortable, valued, and respected.
- Ensure the safety & protection of the group
- Avoid suspension and/or termination of the child due to behavior challenges

Techniques employed at MAP are constructive, positive and balances the need for accountability with the need to teach appropriate behavior. Behavior management at MAP strives to enable the child to be actively involved in solving his/her problems in socially acceptable ways, and to foster the child's respect for others, their rights and feelings. At the same time MAP works toward ensuring that others respect the child and his/her rights and feelings. In this manner we believe that children will learn to develop their own internal monitoring systems. Behavior Management is a method of enhancing a healthy self-esteem within the child.

Techniques for building self-esteem:

- Role modeling
- Let children know they are valued; it's their behavior which may be inappropriate
- Include children in activities, decision making, and problem solving
- Tell children their strengths, don't stress their weaknesses
- Treat each child with honesty and respect; do not compare one child with another
- Encourage children to take risks and gain confidence
- Encourage achievements
- Show understanding
- Talk with children, not at them
- Look for opportunities for success
- Reward each child with statements and actions just because (s) he exists
- Value children for whom and what they are not for what they do

Infrequent or minor infractions of MAP rules and regulations will generally be handled by the program teachers, while continuous minor infractions and/or serious infractions (i.e. bullying and/or harassment) of the MAP rules and regulations will likely result in the involvement of the Program Director and/or Executive Director in the disciplinary process.

MAP views bullying as something that is deliberate, repeated, and there is a power imbalance. Bullying and/or harassment of any kind will not be tolerated. This includes, but is not limited to: physical, verbal, social/emotional, indirect, cyber-bullying, as well as intimidation and retaliation

Because of the legal requirements regarding the confidentiality of student records, MAP cannot report specific information to the parent or guardian about the disciplinary action taken against a child in the program unless it involves a "stay away" order or other directive that the family must be aware of in order to report violations.

Strategies for handling various behavior management situations at MAP are:

- Modeling and encouraging appropriate behavior
- Modeling and encouraging effective communication skills
- Maintaining consistent rules
- Helping with decision making and problem solving by talking with the child, giving verbal reminders/warnings, and implementing appropriate consequences (e.g. natural, logical, loss of choices, privileges, etc.)
- Supporting and encouraging by discussing the concerns/behavior with program staff and the parent/guardians. Consulting with the child's school teachers, counselors or psychologists. Assist families with referrals, if necessary.
- Using behavior modification techniques.

At MAP and in accordance with Massachusetts State Law 102 CMR 11.05:5:

- No child shall receive corporal punishment including spanking
- No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse
- No child shall be denied food as a form of punishment
- No child shall be punished for soiling or wetting

While most children conduct themselves in an appropriate manner, there are instances in which established rules are not followed and for which appropriate consequences must be accepted by the student and parents/guardians.

In the event the above strategies are unsuccessful, MAP may implement a suspension or termination from the program.

Suspension from the Program

Suspension takes place when a child does not follow certain rules which significantly affect their lives, the lives of other children, and the care of the program staff and the program property. Suspension can occur if a student does not follow MAP rules a great deal of the time.

Suspension is a serious consequence of inappropriate behavior. Depending on the severity of the behavioral incident, a student may have to be suspended. This determination for suspension will be made by the Executive Director along with the Program Director.

If a student is suspended, his/her parents/guardians will be notified immediately. The parents/guardians will be informed of the reason for suspension, how long it is for, and the date the student may return to the program. The President of the Board of Directors will also be notified about suspensions, if and when they occur.

During the Suspension, the child will not be allowed to attend or participate in MAP for a period of time, up to ten of their scheduled MAP days. No credit or reduction in tuition will be permitted during a suspension.

Prior to the child's return to the program, the parent or guardian will accompany the child to a conference with the Executive Director and Program Director.

Termination from the Program

MAP or the Executive Director reserves the right to terminate a child's enrollment in the program if the child is suspended more than once or MAP cannot successfully meet the behavioral needs or challenges of the child.

The President of the Board of Directors will be notified about a termination of enrollment, if and when they occur.

Please note that MAP may vary or waive the above process for behavior management at any time, and makes all decisions in the best interest of the children, program, and families. MAP reserves the right to re-enroll a child with improved/changed behavior.

Absences

If for any reason your child will not be attending MAP on their regularly scheduled day you must call or email and let MAP know that your child will be absent. This will assure the staff of the safety and whereabouts of your child; absences without prior notice may cause concern that a child is missing and unnecessary time will be spent in searching for the child.

In the event that your child does not show up to MAP on their scheduled day, and MAP has not been notified of this change prior to arrival, MAP will follow our missing child procedure. The family will

receive a reminder the first time educators must “find” their child; subsequent incidences will result in the assessment of a “finder’s fee.”

First Find or Offense: Reminder Second Offense: \$5.00 Third Offense: \$10.00

Each time MAP must “find” your child the fee will increase \$5.00 to a maximum of \$25.00. Once families have reached the maximum fee, the issue will be brought to the Parent Board for review to determine if enrollment in the program will continue or be terminated.

ALWAYS CALL OR EMAIL YOUR CHILD’S PROGRAM DIRECTOR @ MAP when your child will not be attending MAP for any reason. If emailing, please be sure to get a response from your program director and if you do not get a response, please call as the program director may be out or away from their desk.

TAKE A MINUTE NOW AND SAVE YOUR CHILD’S PROGRAM NUMBER IN YOUR CELL:

JumpStart/Kindergarten-1st grade: 508.359.2165

2nd and 3rd grade: 508.359.8513

MAP @ the Pfaff, grades 4-6: 508.359.2168

Health Policy *please see the pandemic handbook*

Our Health Policy has been designed with both adults and children in mind. In many cases it is not in the best interest of an individual or the group for the child to remain at MAP, but at the same time we understand that it is difficult for the parent/guardian to miss work. While there is no entirely satisfactory solution, we ask that parents/guardians keep their child home if he or she is sick. If your child is too ill to go to school, we ask that you keep your child home from MAP as well. Children often tell parents/guardians that they really want to come to school/MAP following an illness or sleepless night. We insist that you, the parent/guardian, make that medical judgment as well as following the guidelines below.

Criteria for sending a formerly ill child back to MAP (If there is any doubt, please check with us):

- if a child is allowed back in school and/or
- fever free for 24 hours without the use of fever reducing medications
- free of diarrhea for 24 hours
- free of vomiting for 24 hours
- when medication for communicable diseases is required, the child must have been on the medication for 24-48 hours after 1st dosage

Due to the number of children in close contact it is impossible to totally eliminate the spread of infection in an after school program. Children often harbor viruses before symptoms appear and therefore unknowingly infect other children.

Medication Policy

All medication MUST be HANDED to your child’s Program Director in its original container with clear instructions and be accompanied by a **completed Medication Consent Form** authorizing MAP to give the medicine to your child. **Medication of any kind should never come to school or MAP in a lunchbox or pocket.** No educator shall administer the first dose of any medication to a child, except under extraordinary/emergency circumstances and with the parent/guardian consent. All medication will be stored under proper conditions for sanitation, preservation, security and safety. All unused medication will be returned to the parents. We suggest that you ask the pharmacist for two containers with the proper labeling, one for home and one for MAP.

In order for **any** medication to be dispensed at MAP, the appropriate form must be completed and signed by both the child's doctor and parent/guardian. Please read through the different descriptions of each form and choose the appropriate one for the medication you wish to keep at MAP. If you have any questions, please contact your child's Program Director.

Severe Allergy Action Plan - For all severe allergies which require an antihistamine and/or an EpiPen.

Individual Health Care Plan - For any chronic condition, other than severe allergies, which require medical treatment such as asthma, ADD/ADHD, diabetes, cancer, celiac, epilepsy, and non-severe allergies.

General Medication Form - For both prescription and non-prescription medications that are NOT necessary for a severe allergy or a chronic condition. (Examples: ibuprofen, antibiotics, etc)

The forms listed above are available on our website www.medfieldafterschoolprogram.com and at each of the MAP sites and must be completed annually.

Oral Health *please see the pandemic handbook - suspended for 2020-2021*

MAP is required by the Department of Early Education and Care (EEC) to assist children in brushing their teeth whenever they are in our care for more than four hours or whenever they consume a meal while in our care. This regulation was instituted to increase the awareness of the importance of good oral health practices for children.

Children who meet this criteria, with parental/guardian permission, will have the opportunity to brush their teeth at MAP. MAP & the EEC respect that it is the family's choice, and allows families to choose to participate or opt out of having their child brush their teeth while in our care. Families may indicate their choice on their child's MAP Child Information Form. This too will apply for children attending MAP and eating lunch on early release days, non-school days and over the vacation weeks.

MAP asks that families:

- Provide their child with a toothbrush, labeled with their child's name (we recommend using a sharpie marker and painting over the name with clear nail polish).
- Keep their child's toothbrush in a disposable plastic zip bag in their lunch box.
- Each evening families should remove the tooth brush from the bag and allow it to air dry overnight before putting it back in their lunch box.
- Continue to reinforce tooth brushing at home for good oral health.

Snow Days & Emergency Closings (TBD)

When the Medfield Public Schools are **CLOSED**, MAP cannot provide care, and will be **CLOSED**. Regular tuition payments are still due for snow/emergency closing days.

➤ **Delayed Openings:** In the event of a delayed opening, MAP will open following the delay. **1-hour delay:**

- AM/Full day Jump Start and AM MAP K will open at 9:30.

2-hour delay and morning preschool and kindergarten are cancelled.

- AM/Full day Jump Start and AM MAP K will open at 10:30.

- PM Jump Start and PM MAP K (children who attend Morning preschool and AM Kindergarten) MAP will open at 11:15
- **Cancellations:** If afternoon preschool & kindergarten are cancelled, and your child is in AM or Full Day Jump Start or AM MAP/PM K, you will need to pick up your child by 12:15
- **Early Closings:** If the schools elect to close early, MAP will be CLOSED for all children in Jump Start through 6th grade. Children at school in **K-7th** will be sent home or to your emergency destination on the bus, or follow the plan you put in place with the school. **Children will not be sent to MAP as MAP will not be open!** If children are at MAP when the Medfield Public Schools elect to close, MAP will reach out to families to come and pick up their children. MAP will remain open for 1 hour after the time the school has decided to close/release.

It is very important that you have designated person(s) to care for your child in the event that you are unable. The Medfield Public School and MAP suggest that it be a neighbor or someone local.

On a non-school day that MAP is open but elects to close, have a delayed opening, or have an early closing due to weather or other emergency. MAP will attempt to notify families via: email, on our website, TV Channel 7 News and www.whdh.com. MAP will use its own discretion on its openings and closing based on the severity of the weather/emergency, and keeping in mind the safety of the children, families, and staff.

Other emergencies:

MAP will attempt to notify families via: email, on our website, TV Channel 7 News and www.whdh.com to the best of our ability in the event of an emergency closing and if the pick -up location for your child has been changed. All families will be ask to come and pick up their child.

MAP will follow the instructions of Town Officials, Police & Fire. **If we need to leave the immediate area and your child attends:**

- **Jump Start/K-1 Program** at the Memorial School, we will proceed to the Dale Street School or to the Pfaff Center.
- **2-3 Program** at the Wheelock School, we will proceed to the Medfield High School.
- **MAP @ the Pfaff Center**, we will proceed to the Dale Street School or the Memorial School.

It is very important that the Medfield schools as well as MAP have names and numbers of emergency persons that we can access in the event of any emergency closings. We also request that families remember to keep contact phone & email current as well as others MAP is authorized to release to.

Release of a Child by MAP

MAP will not release a child to anyone other than the parent, guardian or authorized pick up person unless notification has been given to the program. MAP prefers written notice but in the event that a phone call is necessary a MAP educator may call the parent/guardian back to verify the phone call is legitimate. The parent/guardian also may be asked to email a note verifying the release. If someone other than the parent/guardian shows up to pick up the child without prior notification, MAP will attempt to contact the parent/guardian until authorization is given for the release of the child. MAP requires that people picking up the child show some picture form of identification before a child

will be released. We ask that families inform the person picking up of this factor to avoid problems. Please be understanding of this policy. We do this for the protection and safety of the children. In the beginning and throughout, the year parents/guardians may be asked for identification until the educators become familiar. Thank you for your understanding.

In the event that MAP believes any parent/guardian/authorized pick up person appears to be incapacitated or unable to provide appropriate care and protection for that child the parent/guardian/authorized pick up person will be asked to provide for an appropriate alternative pick up of the child. MAP shall determine the appropriateness of this alternative. MAP reserves the right to call the Medfield Police to insure the safety of the child. MAP will also consider this as a cause of suspected abuse and neglect and will follow the policy as outlined in the following Abuse and Neglect Policy.

Abuse & Neglect Policy

In cases of suspected abuse or neglect occurring outside of the program, the educator will immediately notify the Executive Director or Program Director and file a 51-A with the Department of Children and Families. The Department of Early Education and Care will also be notified. All educators are mandated reporters of suspected abuse or neglect and will comply with all regulations pertaining to this issue.

Procedure for reporting suspected abuse or neglect by a parent/guardian or other adult responsible for the child:

Educators having any concerns about a child should first discuss their concerns with the Executive and/or Program Director and other relevant educators. Educators should document their concerns as soon as an incident is noticed or suspected. If a referral to the Department of Children and Families is deemed necessary, MAP reserves the right to decide whether the referral should be discussed with the parent/guardian. This decision will be based on the specific situation and the child's safety. After discussing the concerns and the referral, all parties should agree upon and sign a social service referral plan. A follow-up appointment should be scheduled with the parent/guardian to discuss the outcome of the referral. Whenever possible, educators will furnish names and numbers of referral agencies. Educators should document their concerns, any recommendations made, meetings held, and the date for the follow-up appointment on a MAP social service plan.

Procedure for reporting suspected abuse or neglect by a staff member:

When either a parent/guardian or educator has a concern about a particular educator, it should be brought immediately to the attention of the Executive Director, Program Director, or the Board of Directors. The Executive Director or Program Director should notify the President of the Board of Directors. The Executive Director or Program Director will document issue/incident/concerns and notify both the Department of Early Education and Care and the Department of Social Services. The educator that is suspected will then be placed on a temporary leave of absence until an investigation is completed. The educator will be given one week paid leave. The educator may not return to work until the Department of Early Education and Care approves his or her return, even if the Department of Children and Families has given approval.

Referral Plan

The Medfield Afterschool Program shall provide, when appropriate, referral service recommendations. These recommendations shall include social, mental health, educational and medical services.

The educators at MAP shall document all concerns prior to submitting to the parent/guardian the concern for referral and discuss when appropriate their concerns with the Program Director and Executive Director. A meeting will be set up with the parent/guardian to discuss their concerns. All

documentation relating to the referral will be made available to the parent/guardian at this meeting. If a referral recommendation is made, written consent from the parent/guardian needs to be obtained. The Medfield Afterschool Program will keep documentation of the meeting with the parent/guardian and any referrals that may be made.

The following is a list of referrals currently utilized by the Medfield Afterschool Program:

1. Medfield Public Schools: Pupil Services Director, 508-359-7135 and/or individual school principals, guidance counselors, school psychologists, and school nurses.
2. Medfield Youth Outreach Office: 508-359-7121
3. Parental Stress Line: 1-800-632-8188

GENERAL INFORMATION

Fundraising:

On occasion, the MAP children may participate in fundraising for either the program or for other charities (making pins to sell for Cradles to Crayons or selling lemonade/baked goods for a charitable cause).

Directory Information/Photo Policy:

The name, address, email, and phone number of MAP children may be shared within our community for the development of lists, parent phone/email chains, etc. Also, from time to time we publish pictures of MAP events on our website, face book page, program newsletters/emails, and in the newspaper that may contain your child's photo. In those instances, identifying information does not accompany the photo. If you do not wish to share your child's directory information, and/or do not consent to having your child's photograph appear in the above mentioned, please notify your child's program director in writing by September.

MAP Communication:

MAP desires to partner with you to assure your child's success in our after school program. Please remember to keep us informed of any issues that occur that may impact your child (a recent move, parent/guardian traveling, injuries, illness, losses, separation/divorce, etc.)

Additionally, because your child spends part of their day in school, open communication and information sharing between MAP staff and the Medfield Public School personnel will assist MAP in providing your children with quality care, consistency, and support for both you and them during their time at MAP. (including but not limited to the principal, teachers, school psychologist, nurse, aides, specialists, IEP, behavior plans, social stories, medications, illness, injuries, etc...)

MAP Information:

MAP's Family Handbook, Calendar, Sign up Forms, Newsletters, and other important information are available on the MAP web page, www.medfieldafterschoolprogram.com. It is the responsibility of the parent/guardian's to notify MAP if they do not have access to the internet. MAP will then know to provide such families with paper copies.

MAP utilizes a "bulk e-mail program" as a means for communicating important updates and information to our families. We will use the email addresses you provided on the first page of our

child information form. If you have additional emails that you would like us to notify you with, please email annette.map@comcast.net

Lunch *please see pandemic handbook*

Jump Start and half day Kindergarten children should bring their lunch to eat at the program. **On early release days, all children should bring a lunch & a full water bottle.** Please remember that your child stays very active and good nutrition is important. MAP will provide water, plastic forks & spoons, and napkins for lunch.

Some lunch suggestions are: sandwiches with meat or cheese, yogurt, fresh fruit and vegetables, and foods to be re-heated such as soup, macaroni & cheese, chicken nuggets, spaghetti, etc. The programs do have microwaves and will heat up food (not cook) ***Please note during the pandemic all lunches should come to MAP ready to eat and require no microwaving or toasting**

Snack *please see pandemic handbook*

MAP provides a morning/afternoon snack. **All children should bring a full water bottle.** We serve a variety of snacks from day to day. Fruit or crackers are available as an alternative to the snack of the day.

Some snack items may include: fresh, canned or dried fruit, fresh vegetables, bagels, pretzels, chips & salsa, cereal with milk, popcorn, crackers with cheese, etc... **Please be sure and let us know if your child is allergic to anything!** We prefer that children eat the snacks that MAP provides, however exceptions will be made for children who have allergies or who need to follow a specific diet. Please speak with your Program Director, Coordinator or Lead Teacher regarding this issue.

Clothing & Belongings

- ALL of your child's belongings should be labeled with your child's name.
- Your child should carry a tote bag or backpack to help keep his or her things together.
- Each child has a place to put their things on the days that they attend. Cubby space is very limited. During the year we will work with the children teaching them to manage their belongings. It is easiest for everyone if your child uses a large enough bag in which all of his/her "stuff" will fit.
- If your child is in the Jump Start/K-1st grade program (and older if desired), please keep a small bag of extra clothes in their backpack. Please label the bag with your child's name.
- All children go outside to play almost every day. Please be sure that your child is dressed appropriately for the weather.
- Please do not send any toys from home. MAP has carefully chosen appropriate toys and equipment, which we encourage the use of while your child is at MAP. Often toys from home are put down and lost or damaged. We also request that toys with weapons be kept at home. We would appreciate your help with this matter.
- Please remember to check your Family Mailbox for program information, completed projects, notes, injury/incident reports, etc...

Homework Policy

MAP will provide children in grades 2 and up with a designated space and time to do homework. An educator will be there to provide assistance to the group. At your request we can provide you and your child a homework contract. This contract allows the parent/guardian and child to talk about what the expectations are for the amount of time that is necessary to spend on homework at MAP. Children with homework contracts will be encouraged to do their homework, but ultimately it is their

responsibility for seeing it through. This is our way of fostering their independence and helping them to be responsible for their actions and choices.

Outdoor Play Policy

Outdoor play is an important and beneficial part of your child's day providing balance in their daily routine. Outdoor play is developmentally necessary for all ages of children and offers them the opportunity to explore their environment, develop muscle strength, coordination & gross motor skills, develop friendships, learn new physical skills & games, and so much more.

MAP attempts to go outside every day. The exceptions being when it is raining or the temperatures are extremely hot or cold. It is important for families to dress children accordingly to the weather conditions and outside temperatures. Coats, hats, mittens/gloves, boots & snow pants (to play in the snow) for the colder temperatures. Time spent outside varies depending on the temperature/wind chill (must be above 15 degrees), if the children are dressed for the weather, and the outside conditions. When the ground cover is frozen, the playground and structures will be closed.

To protect your child in the heat and sun, MAP suggests sending your child in with a hat/visor, sun protective clothing, and or sunglasses. Families are encouraged to apply sunscreen as needed, prior to their child's arrival to the program. Families are welcome to send in sunscreen for their child to keep in their backpack labeled with their name. It is important for families to teach their child how to self-apply. MAP will offer reminders to the children to reapply sunscreen later in the day to exposed skin including their face, ears, back of neck bare shoulders, arms, legs and feet. **MAP is no longer providing sunscreen** due to children's sunscreen sensitivities. Families are welcome to send their child with a labeled water bottle, we also provide the children with access to water to prevent dehydration, and limit time outside during extreme heat.

Pick Up, Drop Off & Parking *please see pandemic handbook*

When dropping your child off at MAP, please enter the building with him/her and see that the child is left under the supervision of a MAP educator. If your child attends morning Jump Start or on special openings days for K-6th grade, YOU MUST SIGN YOUR CHILD INTO THE PROGRAM including the **time** of drop off; a sign-in sheet is available in the classroom. We ask that you do this for your child's safety and security, and so that educators may communicate any pertinent information with you.

When picking your child up from MAP, YOU MUST SIGN OUT including the **time** of pick up. Even if your child is playing outside when you arrive, please enter the building with him/her, help collect all belongings, and sign out.

Written notification must be given to MAP when someone other than the child's parent/guardian will be picking him/her up. You may e-mail this notification but if no response to email, please follow up with a phone call to assure we received the information. In an emergency, please speak to the Program Director, Coordinator or Lead Teacher of any changes. He or she may ask to call you back to verify your identity. **Your child will not be released to anyone without prior notification.** If there is an individual who is specifically not allowed to pick up, please notify MAP in writing and provide MAP with supporting court orders/documentation.

PARKING – for everyone's safety, we ask that you please follow the signs/directional arrows and park in the designated parking spots. Please refrain from parking on the curb or in the fire lanes. When driving into and out of the lots we ask that you keep in mind that there will be children & families walking out from and in-between parked vehicles.

Dogs and Other Pets

We love animals, however, some of our children and our staff may be allergic or afraid of animals, so please, when picking up your child, leave your pet in your vehicle or tied up outside away from the areas where children may be.

Employment of MAP educators by a MAP family

Educators employed by MAP are free to pursue outside activities or accept responsibilities as they wish, as long as they do not interfere with their duties/hours at MAP or conflict with MAP.

Outside arrangements families make with the MAP educators for baby-sitting, transportation, etc. are between the educator and the family. No educator may privately care for children in any of the MAP locations at any time, including before school starts, after school, or after MAP closes. Arrangements for outside services should be arranged outside of MAP. MAP has no obligation or responsibility with regard to private arrangements made between an employee and a family.

Recyclables (MAP is not collecting recyclables at this time)

MAP uses all sorts of recyclables for projects and activities. We also collect broken machines, phones, toasters, fans, etc. for our take-apart centers. We invite you to save things for us (including, but not limited to): toilet paper rolls, paper towel rolls, coffee cans, clear plastic containers with screw-on lids, egg cartons, colorful magazines, baby food jars and PAPER of all kinds (computer, letterhead etc. from work). Please check with your site or on our website, www.medfieldafterschoolprogram.com for items that we are collecting.