



Extended Day Program

(Before and After School Care Program)

Mashpee Recreation

Parent Handbook

2017-2018

Town of Mashpee Recreation
520 Main Street, Mashpee, MA 02649
508-539-1416 (phone) 508-419-1161 (fax)

September, 2017

Dear Parents:

It is with great pride that we welcome you to the Mashpee Recreation's Extended Day Program (Before and After School Care). We are excited for a new school year to begin and to get to know you and your child.

The Extended Day program offers a safe, semi-structured, supervised, and nurturing environment for your child. Through free play, arts & crafts, recreational activities, and occasional field trips, your child will have the opportunity to be creative and form new friendships.

We are licensed by the Commonwealth of Massachusetts Department of Early Education and Care (EEC). The EEC is the agency that oversees early education and care and after school services for families in Massachusetts. Having a license means that we have demonstrated that we meet the standards outlined in their regulations. A copy of these regulations can be found at the center or can be located online at the EEC homepage under Family Child Care Regulations: <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/child-care-regulations-and-policies/>

The Department of Early Education and Care is located at 21 Spring Street, Taunton, MA, 02780. The phone number is 508-828-5025.

The parent handbook was designed as a guide to policies and regulations that we follow. There may be situations that are not defined by this handbook, but can be addressed on a case-by-case basis. We hope this handbook provides you with information you need. If you have further questions, feel free to contact us.

Sincerely,

Mary K. Bradbury

Mashpee Recreation Director

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Extended Day Programs and Contact Information

Before School Care - KC Coombs: K – 6

- **Location:** K.C. Coombs Cafeteria
- **Hours:** 7:00 a.m. – school begins
- **How:** Children in grades 2 will be escorted by a staff member to the Quashnet School. They will walk or be driven in the recreation van in inclement weather.
- **When:** Our program is open every day the Mashpee Public School is in session including half days until 5:30 p.m.

After School Care

Location: KC Coombs: K-1

Quashnet: Grades 2-6

- **Hours:** After school – 5:30 p.m.
- **How:** Children in grades 2 will be escorted by a staff member to the K.C. Coombs School. They will walk or be driven in the recreation van in inclement weather.
- **When:** Our program is open every day the Mashpee Public School is in session including half days until 5:30 p.m.

Vacation Club

A separate program sponsored by Mashpee Recreation Department during certain school holidays, professional days and school vacation weeks.

- A separate registration and fee is required
- Flyers are sent home in children's backpack

The Mashpee Public School Calendar including holidays is located at:
<http://www.mashpee.k12.ma.us>.

Director of Recreation

Mary Bradbury, 508-539-1416

mbradbury@mashpeema.gov

Site Coordinators

K.C. Coombs, 774-836-0627

Quashnet Elementary, 774-836-0642

Billing/Scheduling

Lisa Larsson, 508-539-1416

llarsson@mashpeema.gov

Philosophy and Goals

Purpose

The primary purpose of Mashpee Recreation Extended Care Program is to provide quality, safe, fun and affordable childcare for children in grades K-6.

Philosophy

We believe that every child can learn and grow and that no child should be left behind, or left inside.

Although we do not aspire to supplement the hard work of the classroom teacher, we have planned approaches to reinforce your child's learning and behavior in our program:

- Children need to connect with knowledge by participating in activities that are related to real life both emotionally and practically
- Children need to grow socially, as well as intellectually and emotionally
- Children need several varied approaches to information or skills
- Children mature more easily when they understand the usefulness of information or skills and how to apply them to their lives. This will also allow them to reach their goals
- Children build their knowledge and self-esteem when they receive praise and encouragement
- Children mature best when they are seen as individuals apart from their background, race, ethnic group, family situation or financial status

Goals and Objectives

To meet your child's social needs

- By encouraging your child each day to socialize with their peers in a healthy manner
- By providing and using games and activities which require more than one child to participate, and by helping to resolve issues or disputes that may arise. These activities foster problem solving and respecting the rights of others

Development of Emotional Well-Being

- By encouraging your child to express his or her thoughts, ideas, creativity and emotions and to channel them effectively
- By development of activities and role plays which help to release pent up fears, emotions and stress
- By learning how to engage in a healthy lifestyle through prevention activities
- By fostering autonomy, initiative, cooperation, self-control, positive choices and responsibility

Facilitating Physical Activity

- By instituting physical activities which help children to develop gross motor and fine motor skills
- By incorporating physical activities which help to develop hand-eye coordination

General Guidelines and Policies

Admissions

Admission to this program is granted on a first come first serve basis. There is a minimum commitment to the program of Two days per week.

You may secure your child's place in this program by **Fully Completing** an application for Enrollment that includes a \$35 Registration Fee and deposit.

Enrollment packets include the following

- Registration form
- Current photo of your child
- Child information form
- Health form
- Payment/Schedule/Absentee
- First Aid & Emergency Medical Care form
- Late pick up and fee policy
- Transportation Plan
- Field trip permission

Absences

Please call the site coordinator if your child will be absent from the program due to sickness. Additionally, you should contact the child's school.

Arrival/Departure

Before School Program

- Children in the Before School Care program are dropped off at K.C. Coombs Cafeteria by their parent/guardian. The earliest drop off is at 7:00 a.m. All children must be signed in by a parent/guardian
- Prior to the start of school the children will be signed out by the site coordinator. Children in grades K- 2 will walk unescorted to their classrooms at K.C. Coombs. Children in grades 3 – 6 will be escorted by a staff member to Quashnet. During inclement weather they will be transported by van

After School Program

- Children enrolled in the After School Care Program are normally dismissed from their homerooms and sent to the cafeteria where Mashpee Recreation staff greet them and sign them in
- Children in Grade 2 will meet at the K.C. Coombs cafeteria. Staff will sign them in and they will be escorted to Quashnet by staff. During inclement weather they will be transported by van. Pick up will be at the Quashnet cafeteria
- All children must be signed out by a parent/guardian if enrolled in the After School Care Program. The latest pick up is at 5:30 p.m. Late pick up fees will apply
- Children will only be released to their parent/guardian or the individual(s) listed under emergency pick up on the registration forms. Children will not be permitted to leave with someone not previously authorized by their parents/guardian. Photo identification will be required
- Upon enrollment, please provide a written note to your child's homeroom teacher indicating that your child is enrolled in the After School Care program

Birthdays/Traditions

We are delighted to help celebrate birthdays. Please speak with the staff a week before your child's birthday. You may bring in a healthy treat for the children to enjoy. Many holidays and special cultural events are celebrated either through parties or arts and craft themed projects. If any of these holidays create a problem or interfere with your beliefs, please bring this to the attention of the site coordinators. We do not endorse any religious practices. On those occasions, a sign-up sheet will be posted with a suggested snack list.

Child Guidance/Behavior Issues

It is the goal of our after-school programs to guide children in becoming happy, responsible, and cooperative participants. When conflicts over the rights of other children and property develop, it is our goal to work with the individual children, listening to what each has to say and helping to resolve the conflict.

Our approach for guiding the children through each day will be:

- To encourage self-control. Recognize and reinforce children's appropriate behaviors. By having reasonable and positive expectations and setting clear and consistent limits as well as redirecting
- Helping the child learn social, communication, and emotional regulation skills they can use in place of challenging behaviors
- Plan daily activities accordingly to prevent boredom, waiting, hurriedness and give the child time to relax and enjoy these activities
- Observe and document children's behavior
- Partner with parents to address children's difficulties at home and at the program
- Use environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors
- Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict
- Explaining rules and procedures to the children and the reasons for them
- Discuss behavior management techniques among staff to promote consistency.

Our staff will continue to promote effective communication and will encourage each child to

- Be safe with themselves and with others
- Feel good about themselves
- Develop self-control and good coping skills
- Appropriately express their feelings
- Become independent
- Balance their needs and wants with those of others
- Learn new problem-solving skills, including non-violent conflict resolution
- Learn to use equipment, materials, and other resources in appropriate, respectful ways

It is our policy to never use methods of resolving conflict by physical force. Similarly, we cannot allow others (including the children) to do so within the center.

The following practices are strictly prohibited in our programs:

- Corporal punishment shall not be used, including spanking
- No child shall be subject to cruel or severe punishment, humiliation or verbal abuse
- No child shall be denied food or outdoor time as a form of punishment
- No child shall be force-fed
- No child shall be punished for soiling, wetting or not using the toilet

- Excessive time-outs - Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view
- The use of any physical restraint.

At pick-up time, arrangements will be made to further discuss and address any issues. We do not tolerate any behavior resulting in physical harm to anyone. Safety is our priority. Termination of services is considered as a last resort.

Children's Records

A folder with all required information is kept on each child. This is available at all times to the Health Department, EEC, and the child's parent/guardian. Information is not given out without the parent's consent. Our staff collaborates with local elementary school teachers, as necessary, when information is requested.

Clothing/Dress code

Please label all of your child's clothing with his/her name. Please ensure your child has weather appropriate clothing since we spend time each day outside.

Field Trips

Occasionally the children may go on field trips (ex. the library, police/fire station). The children will either walk to the location with staff or be driven by the Mashpee Recreation van. Parents will be notified in advance of any field trips by our newsletter/calendar and verbally. A count will be taken before leaving the school and upon arrival at the destination. Children will be counted before leaving the destination and upon arrival back at school.

Late pick up fees

The After School Care program ends at 5:30 p.m. A fee will be assessed of \$10.00 up to the first 5 minutes and \$1.00 for every minute thereafter. See the Tuition and Payment Policies.

Medical

- Allergies - Please notify the child's site coordinator immediately if your child has allergies or food restrictions
- Illness - Children should be kept home if ill. Parents will be notified to pick up their child if the child is unable to participate in activities due to illness. If the child has a serious illness or shows symptoms or has a communicable disease (ex. chicken pox, mumps, measles, lice, scabies, etc.), please notify the site coordinator immediately. The staff will never reveal the child's name or room, but must inform other parents. Any of the following symptoms may suggest severe illness:

- Fever - (100° or higher) child needs to be fever free for 24 hours without aid of medication
- Diarrhea - child must be symptom free for 24 hours without aid of medication
- Vomiting - child must be symptom free for 24 hours without aid of medication
- Cold - yellow nasal discharge with runny eyes, fever, & persistent cough
- Rash - check with doctor
- Lice - child can return 24 hours after treatment if and check by a medical professional
- Communicable Diseases - child may return after contagious period is passed and well enough to return to regularly scheduled activities and school
- Medication (prescription and non-prescription)
 - We prefer not to administer medication
 - Please notify the site coordinator if medication needs to be administered
 - At least one staff member will be trained in medication administration
 - Childcare regulations prohibit us from giving any medication to a child unless a permission slip to administer medication is signed by the pediatrician and parent
 - Medication must come in the original, labeled container with dosing instructions
 - With written parental permission and authorization from a physician, we will permit children who have asthma to carry their own inhalers and use them as needed without the direct supervision of a staff member

Non-Discrimination Policy (Town of Mashpee)

The Kids Klub Preschool and Child Care Center provides equal service to all children and their families and will not discriminate on the basis on race, religion, cultural heritage, political belief, national origin, disability, marital status or sexual orientation.

Open Door Policy

We encourage parents to observe the program, children, activities, and care given to the children. The program has an open door policy where parents may visit unannounced during the day.

Reporting Child Abuse or Neglect

Per state law, the Director will notify the Department of Child and Family Services and the Department of Early Education and Care if child abuse or neglect is suspected.

Snacks/Lunch

For After School Care children, please provide an afternoon snack and drink for your child that is clearly labeled as "After School." On the school half days where lunch is not served at the school, please send your child with a lunch and afternoon snack.

Snow Days

- The Before and After School Care program will not operate on days when the Mashpee Schools are closed due to inclement weather
- If school is dismissed prior to 2:30 p.m. due to inclement weather, the after school program will be cancelled as well
- There are no refunds if the program is forced to close due to inclement weather

Termination/Suspension

Our department's policy regarding suspension and termination follows the recommendations of the Department of Early Education and Care (EEC). We will attempt to work with all children and families to avoid suspending or terminating a child from the program because of challenging behavior and provide the opportunity to meet with parents to discuss options other than suspension or termination. However, when a child who is continually disruptive, (i.e. one who is fighting, swearing, damaging property and/or causes injury to another child or staff), we reserve the right to suspend the child from the program. The reasons for suspension shall be written down with specific reasons, along with the conditions for their return, if any.

Emergency Plan

Off-Site Plan

At times, off-site field trips will be taken which will expose the children to various events or activities. These visits may include trips to the public library and the police/fire station. Parents will be notified in advance of any field trips by our newsletter/calendar and verbally. On each trip, the staff will take the children's files, a first aid kit and a cell phone.

Emergency Procedures when off the premises

In cases of student injury or a medical emergency when the children/staff are off premises, the following procedures will apply:

1. Before the scheduled field trip, the site coordinator will have pertinent information readily available in regards to emergency response teams near the visiting areas.

2. The site coordinator will have available all emergency forms for each child indicating the means of contacting the parent, guardian or emergency person
3. If an emergency occurs, the site coordinator/designee will accompany the child to the emergency medical facility with the emergency treatment forms and will stay with the child until the parent or guardian arrives

Life Threatening:

Notify Rescue/Ambulance

Administer CPR

Stop Bleeding

Call Parent/Guardian

Non-Life Threatening

Administer First Aid

Notify Parent/Guardian

Emergency Procedures if parents cannot be contacted:

In case of a student injury or medical emergency, the staff person in charge will:

1. If unable to reach parent/guardian, the staff person will contact the person listed as the emergency contact in the child's file.
2. If emergency treatment is needed, the staff person will call 911 for transportation. If an ambulance is not available, the staff person will transport the child to the hospital.

Emergency room listed on the child's form. The staff person will always use the best possible means of transportation for the child.

On-Site Plan

In the event of an emergency at the program due to a loss of power, heat, hot water, or other emergency situation (weather), the staff will immediately notify the parent by phone and e-mail that the program is closing and their child must be picked up as soon as possible.

In the event of loss of heat, water or power outage at one of the schools, the program will close that site and escort the children to the other site. Parents will be notified.

In the event of an emergency due to a fire, the children will be evacuated from the building and the parents will immediately be notified. In the event of a natural disaster or other situation, the director will contact the Fire Chief /Police Chief for advisement of whether or not to

evacuate the building. The program director maintains an automatic emergency weather radio in the main office. If a weather emergency occurs, the director will notify the site coordinators.

Posted by the door in each room, there are approved evacuation routes for each classroom. Each room has a designated area outside at which to meet after the evacuation. After the building has been evacuated, the site coordinator will notify the Fire Department by cell phone alerting them to the emergency.

The site coordinator in each room will check the entire room (including bathrooms) to ensure every child and staff person has left the building. All attendance sheets will be brought outside with the coordinator so that all children can be accounted.

In the event both sites must be evacuated, the local authorities will advise where to shelter the children. The children will be transported by van/walking depending upon the location. The designated locations are Mashpee High School or Christ the King Church Hall. Staff will inform parents of the evacuation location and ask that the child be picked up as soon as possible.

Missing Child

- Attendance records are always with the site coordinators whether inside or outside
- Coordinators are responsible for keeping every child within sight while they are in the care of the program
- All children are accounted for before they go out on the playground, or on a field trip. The coordinator will take attendance before leaving the building, and before reentering the building
- The coordinator will at all times know the exact number of children in her care
- The coordinator will count the number of children present in the classroom, on the playground, going on a field trip, and boarding and exiting the van, or any other time warranted
- **In the event that a child is found to be missing:** the site coordinator (or staff person in charge) will alert all staff present as to the disappearance of the child and gather all possible information
- The available staff will conduct a search for the child
- All pertinent parties (police, parents, Recreation Director) will be notified of the missing child. Staff and others will continue to look for the child until he/she is found

Community Referral Services

The Extended Day program has established a referral program to assist parents in finding and obtaining additional programs or assistance should this be needed. In no way does the program, nor the Town of Mashpee, endorse the referred agency or program – but these referral agencies are given as a community resource. Please contact the director for more information and/or a list of community resources available.

Abuse of Children

Department of Children & Family Services

<http://www.mass.gov>

800-792-5200

Parents Anonymous

800-882-1250

Childcare, early education, developmental intervention and family support services

Cape Cod Child Development

<http://www.cccdp.org/>

508-775-6240

Department of Early Education & Care

<http://www.mass.gov>

617-988-6600

Crisis Intervention

Crisis Intervention Services

508-778-4627 – 4628 or 800-322-1356

Financial Assistance

Child Care Network of the Cape and Islands

<http://www.childcarenetwork.cc/>

(888) 530-2430

Hospital/Health Services

Cape Cod Hospital - 508-771-1800

Falmouth Hospital - 508-548-5300

Insurance - Health

Children's Medical Security Plan (through MA Office of Health and Human Services)

<http://www.mass.gov>

1-800-909-2677

Mass Health Customer Service Center

<http://www.mass.gov>

1-800-841-2900

Mental Health

Psychiatric Center at Cape Cod Hospital

<http://www.capecodhealth.org/services/behavioral-health>

800-545-5014 or 508-862-5566

Outreach Coordinator

Mashpee Public Schools – C.F.C.E. Grant Coordinator (Julie Hall)

<http://www.mashpee.k12.ma.us/>

508-539-1520 ext. 5118

Parental Stress Line

800-632-8188

Poison Control

800-682-9211

Shelter/Emergency Housing

Housing Assistance Corporation of Cape Cod

<http://www.haconcapecod.org/>

508-771-5400

Special Needs

Mashpee Public Schools - Special Needs Director (Michelle Brady)

<http://www.mashpee.k12.ma.us/>

508-539-3600 ext. 1500

A listing of additional community resources is available in the Mashpee Information Handbook available at the Town Hall.

