

# Supervised Remote Learning



## **Mashpee Recreation Parent Handbook 2020 - 2021**

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

September, 2020

Dear Parents:

Mashpee Recreation, in collaboration with the Mashpee Public Schools and The Boys and Girls Club of Cape Cod, is pleased to announce the Supervised Remote Learning Program. The program will be held at The Boys and Girls Club of Cape Cod for students in grades 4-6. Hours of operation are Monday – Friday 8:30 am – 3:30 pm and will follow the Mashpee Public School's hybrid model.

The Supervised Remote Learning program offers a safe, structured, supervised, and nurturing environment for your child to participate in remote learning.

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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## Supervised Remote Learning Information

- **Location :** Boys and Girls Club of Cape Cod  
31 Frank E. Hicks Drive  
Mashpee, MA 02649
- **Hours:** 8:30 am – 3:30 pm
- **When:** Every other week of Hybrid Learning beginning 9/21
- **Cost :** 5 day option \$175 / week  
3 day option \$105 / week

**Director of Recreation**

**Mary Bradbury, 508-539-1416**  
**mbradbury@mashpeema.gov**

**Site Coordinators**

**Boys and Girls Club of Cape Cod**  
**508-477-8845**

**Billing/Scheduling**

**Lissa Ploszay, 508-539-1416**  
**eploszay@mashpeema.gov**

**Children will have their own workspace 6 feet apart, face coverings must be worn, access to the internet and support staff will be available as students navigate through their remote learning day. Children will be responsible for bringing their own supplies. This includes a fully charged Chromebook or laptop, charging cord, head phones, air pods or ear buds, pens, pencils, notepads, workbooks, folders and any other items they may need.**

## Philosophy and Goals

### Purpose

The primary purpose of the Mashpee Recreation Supervised Remote Learning Program is to provide a safe, supervised and structured environment in which your children can successfully attend their remote learning classes.

## **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 **three days per week**.

You may secure your child's place in this program by **Fully Completing** an application for Enrollment that includes a \$10 Registration Fee.

**Enrollment packets include the following :**

- Registration form
- Current photo of your child
- Child information form
- Current Physical including immunization record
- First Aid & Emergency Medical Care form

### **Absences**

Please call the Recreation office at 508-539-1416 or e-mail [recattendance@mashpeema.gov](mailto:recattendance@mashpeema.gov) if your child is going to be absent from the program.

### **Arrival/Departure**

Children will need to be signed in upon arrival to the program by a parent/guardian and signed out at the end of the day by a parent/guardian

### **Child Guidance/Behavior Issues**

It is the goal of our remote learning program to guide children in their remote learning experience. 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 ensure your child has weather appropriate clothing since we spend time each day outside.

#### **Medical**

- **COVID-19 : If your child experiences ANY of the following symptoms, please let us know IMMEDIATELY :**

- **Most common symptoms include:**

- Fever
- Dry cough
- Tiredness
- **Less common symptoms:**
- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

- **Serious symptoms:**

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

- 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
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- 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 Supervised Remote Learning Program 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.

### **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**

Please provide a lunch, two snacks, drinks and a bottle of water.

### **Snow Days**

- The Supervised Remote Learning 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 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**

### **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
3. Emergency room listed on the child's form.

### **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 K.C Coombs Elementary School. 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.

### **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. 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 his or her care
- The coordinator will count the number of children present in the classroom, or any other time warranted
- **In the event that a child is confirmed 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

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The remote learning 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

<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 Mashpee Recreation Center 520 Main Street Mashpee, MA.

