Northbridge Elementary School

An Early Childhood Center for
Students Preschool through Grade One

30 Cross Street
Whitinsville, MA 01588
(508) 234-6346 • www.nps.org

The Northbridge Public Schools prohibits discrimination on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its educational programs, activities, or employment practices.

If you would like to have any part of this handbook translated into another language please contact the school principal.

www.nps.org

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Northbridge Elementary School
After School & Enrichment Program

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Statement of Purpose: The Northbridge Elementary School is offering a school-based answer to after school care and enriching activities. In addition to participating in an afternoon of enriching activities, students will also have a quiet time to study, read and relax after a busy day at school. The **After School & Enrichment Program** is committed to providing a dynamic, stimulating and safe environment that respects the rights and needs of each child.

Statement of Ownership: The After School & Enrichment Program is a Program of the Northbridge Public Schools. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it occur in every situation.

Registration Fee: A non-refundable $5.00 individual fee is paid to hold your child's slot in the program while we organize your paperwork or are on the waiting list.

Late Pick-Up Policy: Please keep in mind the After School & Enrichment Program closes at 5:30. When the parent, or authorized person is going to be late picking up a child, the After School & Enrichment Program requires that the parent:

1) Call the school and leave the following information:

* Child's Name
* Name of the authorized person who will pick up the child
* Time child will be picked up

2) A $10.00 late fee will be added to you account for every 15 minutes you are late.

If the parent or other authorized person is late and the After School & Enrichment Program does not receive a phone call from the parent:

1) The After School & Enrichment Program will make every effort to contact the parent by phone.

2) If the parent is unreachable, the program director will call the authorized pick up list until someone is reached.

3) If no authorized person has come to pick up the child by 6:30p.m., a staff member will contact the Department of Social Services and the Northbridge Police department to report the incident.

4) The $10.00 every 15 minute late fee applies.

Tuition: The cost of the program is as follows:

$9.00 a day (2:45-5:30)

The After School & Enrichment Program is self-supporting and is run under the Northbridge Public School System. All accounts must be paid when due. All checks should be payable to the "Northbridge Public Schools" and handed to a staff member.

Weekly tuition is determined by the number of days in which your child is registered. If you register your child for 4 days, but only attends 2 days during the course of one week, you will be responsible for the full tuition. **A two week written notice is required in order to add/drop days.**

Payments: The After School & Enrichment Program asks that you pay your tuition upon receipt. Payment is required no later than Friday but will be accepted any day of the week. (BI-weekly and monthly payments are accepted.) If two payments are missed, your child may be asked to leave the program. (Please communicate any problems.)

Returned check- If a check is returned to you due to insufficient funds, you have one week to make a second payment. If you are unable to make the second payment within a week, a $25.00 fee will be added to your account. Only cash will be accepted after two returned checks.

The After School & Enrichment Program is operable only when school is in session.

Snow Days- Severe weather conditions could cause the Northbridge After School & Enrichment Program to be canceled. If there is a cancellation, parents will receive a notification from the ConnectEd communication system.

Early Release days—the program is closed during all scheduled early release days of school. The program is also closed during an early release of school due to inclement weather conditions.

Holidays- during all holidays the Northbridge Public Schools are closed, the After School & Enrichment Program will be closed as well.

Vacations- The After School & Enrichment Program is closed during all school vacations.

Professional Development days- the After School & Enrichment Program is closed during professional development days.

Reimbursement Policy: At any time the program is closed (holiday, snow day, professional development day, etc.) and your child is regularly registered for that day, you are not responsible for that daily tuition.

Communication: If you have any comments, questions, or concerns, please communicate them to a staff member. The program will distribute memos and letters from time to time, please take the time to read them carefully.

The After School & Enrichment Program welcomes parent involvement. Please feel comfortable spending time at the site your child(ren) attends. We welcome any suggestions you may have.

Behavior Management: The After School & Enrichment Program will use positive reinforcement and redirection when issues occur. The staff will handle the incident in a professional, caring, and fair manor.

If a child causes harm to himself or others, is continually disrespectful to those around him/her, destroys school property, and refuses to accept authority figures, suspension will occur. Parents will be notified and a meeting with the Program Director will be recommended before returning to the program.

Alcohol & Drug Policy: The After School & Enrichment Program reserves the right to determine whether an authorized person may not be competent to take a child home without placing the child at risk. In the event that an authorized person arrives under the influence of alcohol or any other substance, or appears to be unstable, the After School & Enrichment Program has established these policies:

1) Staff will suggest to the parent/person that another authorized person on the list be called;

2) Staff will suggest using a taxi to transport the family home.

If the parent/person becomes belligerent, the staff must consider the possibility of injury to the child, other children in the program, the staff, by State Law will be required to:

1) Call the police to the site;

2) Otherwise prevent the parent/person from taking the child (by removing the child from the parent's/person's presence) until the police have arrived.

The After School & Enrichment Program reserves the right to deny service to persons who abuse this policy.

Behavior Termination Policy: If a staff member finds that a child is impacting the program in a negative way, the following disciplinary actions will occur:

1) Use positive reinforcement and/or redirection to change the behavior.

2) Provide guidance and encourage use of problem-solving techniques.

3) If behavior persists, consequences will occur (privilege taken away).

4) The parent will be asked to help produce methods of correcting behavior.

5) If the above does not work, then the child will be asked to leave the program. The number of suspended days and/or terminations will be determined at that time.

Termination Policy: **The After School & Enrichment Program requires a two week notice for all terminations and schedule changes. Parents who fail to do so will still be responsible to pay for the two week period.**

The After School & Enrichment Program reserves the right to suspend and/or terminate services with a two week notice to the family. Services may be suspended and/or terminated for the following:

1) Overdue fees;

2) Child's inappropriate behavior at the program;

3) Chronic tardiness when picking up a child from the program;

4) As determined to be in the best interest of the program.

Abuse and Neglect: The staff of the After School & Enrichment Program are professionals. If there is suspicion of abuse or neglect the staff will discuss their concerns with the Principal. The staff person will complete an incident report detailing the abuse or neglect. The report will be submitted to the school administrator within 24 hours. The Program Director/building Principal will review and evaluate the situation. The Program Director/building Principal will contact the Department of Youth Services (DYS) within 48 hours of the incident.

If a staff member is found to be the cause of abuse or neglect, the staff member will not be allowed to work at the After School & Enrichment Program while DYS goes through the investigation. If the staff member is found at fault, he/she will be terminated immediately.

Non Discrimination Clause: The After School & Enrichment Program does not discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age or disability in its educational programs, services, activities, or employment practices.

Health Care Policy: We will not have access to a nurse during the hours of operation. Your child may be sent home if he/she appears to have symptoms during the day. In such event, he/she will be moved to a quiet, isolated area until someone arrives.

In the event of an emergency, the following procedure will take place. The staff will pull the child's medical records and call 911. The staff will then contact the parent to inform them of the emergency and which hospital the child will be taken to. If the parent(s) are unable to be reached, the staff will call the emergency contact numbers. An injury report will be submitted to the Program Director/building Principal within 24 hours. The staff may also provide first aid or other direction and assistance.

Medications: The After School & Enrichment Program will not dispense medications under normal circumstances. If medications must be given to a child during the program, the parent must complete a written medication consent form authorizing a staff member to administer which will be kept with the child's records. The prescribed medication should be made out to the child with instructions for use along with its original container. A written record of the administration of any medication will be kept in the child's file.

Allergies: If a child's health record indicates allergies, the child's name, allergy, symptoms, and procedures will be available to all staff. The staff will check the list daily and inform staff of the allergies. If a child has an allergy attack, staff will follow the emergency procedure that is outlined.

Infectious Diseases/Head Lice Policy: In the event a child contains infectious disease or head lice, all parents will be notified of the occurrence. The infectious child may return to the program when he/she is fever free or free of head lice eggs for 24 hours.

Children's Records: All information contained in your child's folder is privileged and confidential and cannot be released without your written consent. Any changes and/or additions to a child's record must be dated and signed by the person making the entry. Updates, conferences, phone calls, correspondence, notes, etc., relating to the child must be written and filed under the appropriate heading. All reports must be signed and dated. Records are retained for a period of 3 years after a child has left the program.

Program Plan:

2:40-3:00pm Students called to the Cafeteria
Staff will take attendance, make announcements…
Students will be provided the opportunity to have snack (which is provided by the parent)
3:00-5:00pm Students will have the opportunity to participate in a variety of academic-based and enrichment programs such as:

- Story Time
- Puzzles, Blocks, Games
- Music and Movement
- Art and Crafts
- Organized Gym Activities
- Outdoor Playtime (weather permitting)

5:00-5:30pm Preparation for dismissal.
Students will be provided with a quiet time to complete assignments/activities/projects. Staff will assist children with packing and organizing their materials.

Please detach and hand to a staff member

I have read, understand, and will adhere to the program policies stated in this packet.

Signature: _____Date:_____

Child's Name:_____