



Barnard After School
Parent and Instructor Handbook

Barnard Academy
5979 VT-12
PO Box 157
Barnard, VT 05031
802-234-9763

Program Description

Mission: To enhance student achievement through additional, enriched learning time and opportunities for all students.

Barnard After School Program Goals

- Provide a safe, supportive environment that encourages intellectual, physical, social and emotional development.
- Provide activities that encourage participants to learn new skills & gain confidence, to problem solve, to try new things, and to become a responsible citizen of the local and global community.
- Improve physical health and nutrition among our students.
- Improve academic performance of regular attendees.

Elements of High-Quality Programs

The Vermont Department of Education has identified ten elements of high-quality afterschool programming. Barnard After School will strive to achieve these ten elements.

- Strong and Effective Afterschool Program Leadership
- Linkages to the School Day
- High-Quality Staff
- Safe and Appropriate Environments
- High-Interest Programming
- School Leadership Support
- Attention to Serving Regular Attendees
- Strong Instructional Leadership
- Flexible Structures and Student Choice
- Effective Community Partnerships

Schedules & Structures

School Year Session Dates

Barnard After School is open every full school day and follows the school calendar.

Program Closed

- School Holidays
- School Recess including Thanksgiving, December, Winter, Spring & Summer breaks
- In-service days
- Half Days
- Any unexpected snow day or emergency closing

Program Description

Barnard After School runs from the last bell until 5:30pm, Monday-Friday. There are five sessions during the school year.

- Early Fall (First Day to ~Halloween)
- Late Fall (Halloween to Holiday Break)
- Early Winter (Holiday break to February break)
- Late Winter (February break to April break)
- Spring (April break to end of the year)

The program is designed for students in preK through sixth grade and has three main components: recreation (snack, outdoor play, games), academic (homework), and enrichment (theater, art, music, etc). Our enrichment activities are intended to be dynamic, engaging and interactive. Our students are usually broken into two age groups (preK-2, 3-6) and we select activities appropriate for the age groups.

School Year Daily Schedule

2:35-3:00 Greeting, Snack Time & Supervised Play

3:00-3:45 Active Learners (preK-2) or Homework Club (3-6)

3:45-4:15 Recess

4:15-5:15 Daily Special Activity (broken into small groups by age)

5:15-5:30 Pick Up

Staff Information

The Barnard After School program is run by:

- Program Director—responsible for overall management and administration of the program.
- Program Assistant(s)—responsible for assisting with daily activities, including specials, snack, recess, and homework.

Volunteer Information

Barnard After School welcomes the involvement of parents, students, and community members as volunteers.

Individuals can help lead activities, support students with homework, or help with a special event. If you are interested in being a volunteer, please contact the Program Director to complete necessary volunteer forms. To ensure quality and consistency with Barnard After School policies and procedures and childcare licensing regulations, all volunteers must undergo a background check.

Please note that the following persons may not provide care, reside at, be employed by or have contact with children at a licensed program:

- a. persons convicted of fraud, a felony, or an offense involving violence or unlawful sexual activity or other bodily injury to another person including, but not limited to abuse, neglect or sexual activity with a child; or
- b. persons found by a court to have abused, neglected or mistreated a child, elderly or disabled person or animal; or
- c. adults or children who have had a report of abuse or neglect substantiated against them under 33 V.S.A. Chapters 49 & 69.

Program Policies and Procedures

Registration & Enrollment

The Barnard After School program is open to all students who attend Barnard Academy during the day. 3 year old PreK students are welcome to attend Mondays through Wednesdays. Children may enroll for 1-5 days per week. A student's weekly schedule may vary between sessions but not within a session. Parents commit to the session's schedule by signing a program contract and indicating which days their child will be attending. Reminders will be sent to parents regarding the enrollment deadline.

If a child utilizes a special assistant, has an individual educational or 504 plan, or has a severe allergy or health concern, the parent must schedule a meeting with the director to discuss the specific requirements for the child prior to the program's start date. Parents will be required to hire a one-on-one assistant for the time the child participates in Barnard After School if the child has one during the school day. Barnard After School will not be responsible for securing such an assistant.

Barnard After School does not have access to ANY school records nor any resources available through the public school. Parents are asked to inform the program prior to the first day if there is information which will improve his or her child's experience or could impact other children or the program. We are also required to maintain up-to-date immunization records and evidence of guardianship, if indicated. These will be requested at the time of enrollment.

It is the parent's responsibility to update the Barnard After School Director of any changes that need to be made to the child's file including phone number changes, emergency contact, or medical information. A child's file will be kept confidential unless otherwise required by law or emergency.

Fees and Payment Policy

The daily rate is \$15/day. Tuition must be paid in total before the start of each session.

Failure to submit payment on time may result in a \$25 penalty. Failure to submit payment on time for two consecutive months may result in termination of enrollment. Absence does not result in an additional fee. However, payment is required for the number of days enrolled, not the number of days attended. There will be no refunds or credits for missed days.

In the event of snow days, requests for make-up days must be given to the Director at least 48 hours in advance. The Director reserves the right to accept or deny requests for specific days in order to maintain adequate staffing ratios. Every effort will be made to honor requests. However, same day requests will not be honored.

It is Barnard After School's intent to make every effort to minimize barriers to participation. If the fees listed above are prohibitively high, we strongly encourage families to apply for a subsidy from the state.

Applying for Subsidy

As a licensed childcare center, we may collect childcare subsidies from the state for any children whose parents/guardians have applied and are eligible for assistance. If interested, please begin this process as soon as possible. We can only collect subsidies once the application has been submitted and accepted. We cannot collect a subsidy retroactively.

Add-On Policy

Any child who has completed all medical and permission forms may add an occasional extra day for \$20/day. Requests for add-on days must be given to the Director at least 48 hours in advance. The Director reserves the right to accept or deny requests for add-on days in order to maintain adequate staffing ratios. Same day requests will not be honored. Payment for an add-on day is due at pick-up that day.

Taking Attendance

Prior to the start of the program (snack/recess), staff takes attendance. The attendance list is marked with one of the following:

√ Student in attendance

AB Student Absent from school

EX Student Excused from program

In addition, students who participate in an activity separate from After School (soccer, chess club, etc.) will be checked in and out of the After School Program and will be directly supervised by staff during times of transition.

If a student is scheduled to attend, but is not at the program and has not been excused by a parent, staff will contact the parent immediately. Every attempt will be made to contact parents/guardians (and alternative contacts) to make sure the child is safe. Recurrence of this situation may result in the child being prohibited from future program participation.

Pick Up at the End of the Day

Parents/Guardians or their designees are required to pick up their child between 5:15pm and 5:30pm. Parents who are late picking up their child will be charged a late fee of \$10 per 10 minute interval. A second late pick up will result in suspension of the child's participation for two weeks. Tuition for a period of suspension is not refundable. We encourage parents to designate alternative adults with permission to pick up their children (see permission form) in order to avoid late pick-up situations.

Every day when a parent picks up a child from the program, the parent must see a staff member and sign the child out in person. This is for the safety of the child. Staff may refer to the General Registration Form to verify who is authorized to pick up a child. Staff may request to see a photo ID. If a person's name does not appear on the pick up list, that person may not remove the child from the program, unless written authorization has been provided to the Program Director prior to pick-up. An email directly from the parent or a signed note from the parent (and brought by the child) will suffice.

Notifications

The Barnard After School staff, the school, and parents need to know at all times where the child is.

Verbal notification is adequate if your child will be absent from Barnard After School.

Written notification (email or other letter is required) for the following situations:

- Your child is participating in another school function prior to completion of Barnard After School program (i.e. Chess Club, Soccer, etc).
- Your child is dismissed at the completion of Barnard After School in an alternative manner. For example, if a child normally is picked up by a parent but you would like the child to go home with a friend's parent.
- Your child is withdrawing from the Barnard After School program.

Homework Policies

Barnard After School will provide quiet time and homework help for students Monday-Friday. We do not guarantee that a child will complete his/her homework at the program, so we encourage parents to check with their children daily for homework completion, and we encourage staff to let parents know if a child's homework is not complete.

Homework Expectations

1. Students come prepared—they should bring their homework assignments and any necessary materials, along with a reading book.
2. Students must be respectful of others and work quietly.

Outdoor Play & Playground Rules

Recreation is a vital component of the program. We can expect that the children will be outdoors every day of the program. Appropriate outerwear is required, i.e. coats, hats, mittens, boots, rain gear, and snow-pants. Snow pants are required for participants during the winter months. The school dress code will be followed. We recommend that children have with them an extra change of clothing.

The same rules that apply to the playground during the school day apply to recreation time at Barnard After School. Please refer to the school handbook for playground rules/policies or consult with appropriate personnel at school as to their written and unwritten playground rules.

Nutritious Snacks

As part of the afterschool program, Barnard After School will provide a nutritious snack daily that meets U.S. Department of Agriculture meal pattern and nutritional requirements. Snacks will be supplied in conjunction with school vendors, local farms and other sources. Donations of nutritious snacks are always welcome. **Barnard After School will operate as a peanut and egg-free program.**

Sanitation

All food shall be transported, stored, prepared, and served in a sanitary manner. All readily perishable food shall not be kept at room temperature for more than 1 hour while being prepared or served.

Communication

Parental Freedom of Access to the Barnard After School Program

In an effort to maintain building security, we require that all parents and visitors first check in with the staff personnel. Parents are always welcome and encouraged to visit the program to observe sessions in progress, help with special projects, or to meet with members of the staff.

Barnard After School Program Information

Our program makes every effort to keep the families and community informed about Barnard After School programs and activities. We will send home information with students approximately 2 weeks prior to the beginning of a new session.

Conferences

The Barnard After School staff is happy to discuss issues regarding a child's participation in Barnard After School. We encourage parents to meet with staff twice a year to discuss their child's progress.

Parents should contact the Program Director to schedule a convenient time to meet for a conference.

Complaint Procedure

If at any time a parent/guardian is concerned about the welfare of a child while in Barnard After School care, they are strongly encouraged to contact the Program Director immediately.

Additionally, you may contact the Vermont **Child Care Consumer Line**

Call **1-800-649-2642** toll free in Vermont to:

- Get information about child care providers (e.g., when they became licensed, if they are accredited or have a STARS rating, and if they've had any licensing violations in the past year);
- Voice a concern about a provider (e.g., unregulated, lack of supervision, too many children, unqualified or not enough staff, inappropriate guidance and discipline, unsafe environment); or
- Make a formal complaint about a child care provider.

Contact

Please see the last section of this handbook for contact phone numbers and emails.

Childcare Licensing

Licensing Information

Barnard After School operates in accordance with the Vermont childcare regulations. Copies of the regulations for school age care and for early childhood programs are available for viewing during program hours and are also readily available on the Department of Children and Families website.

<http://dcf.vermont.gov/cdd>

All staff must read and understand the licensing regulations for school age and early childhood programs.

No smoking is allowed on the school premises. Staff may not smoke on or off the premises during program hours.

Staff: Child Ratios

In accordance to child care licensing regulations, we must maintain the following staff:child ratios at all times:

If preK or Kindergarteners are part of the group: 1:10

For groups with 1st graders and older: 1:13

There must be a minimum of 2 staff on duty when the number of children in attendance exceeds 10.

Use of Pesticides

Parents of children and Staff shall be notified in writing prior to any planned application of pesticides. Notice shall include site of planned application, pest to be treated for, and proposed pesticide to be used.

The Licensee or Licensee's Agent shall keep records of all pesticide applications. Records will include: the pesticide product name, EPA Registration Number, amount used, dates of application, location of application and pests treated for. These records shall be available for inspection by parents and prospective parents during operating hours.

Annual Renewal and Site Visits

Barnard After School is required to apply for licensing renewal on an annual basis. As a licensed provider, Barnard After School shall permit visits, inspections, and examinations of the facility, its records, equipment, and materials by representatives of the DCF to ensure compliance with the regulations. These visits can be unannounced.

Emergency Procedures

The safety and security of the children attending Barnard After School is of utmost importance. While all staff members share this responsibility, the Program Director is ultimately responsible. Therefore, the Director is responsible each day for ensuring that students arrive and depart as designated by parents and that the school site is secured according to local procedures.

Illness and Medical Emergencies

If your child is either too ill to attend school, or has been sent home due to illness, the child cannot attend the After School program until he or she has been cleared to return to school. No child shall be admitted if in the opinion of the Director or a medical professional the child is too ill to attend.

Parents/guardians need to notify Barnard After School of any contagious disease such as strep throat, viral infections, ringworm, pinworms, pink eye or lice. When a contagious disease or lice is reported, a confidential notice will be dispersed to current Barnard After School families. In the event of a regional outbreak of a contagious disease, such as Pertussis or Measles, children who are not vaccinated against the disease or have a compromised immune system will not be allowed to participate in Barnard After School until the outbreak is contained. This is for their own safety. Please refer to Appendix B, "Inclusion and Exclusion of Ill Children in Child Care," of the Early Childhood Program Licensing Regulations (available online) for details. The Program Director also has a copy of the Appendix available to review.

If a child becomes ill during the Barnard After School program, parents/guardians will be notified and requested to pick up the child as soon as possible. If there is a medical emergency or accident, the Barnard After School staff will attend to the child with First Aid measures. Unless it is a life-threatening emergency, the staff will first attempt to contact parents/guardians or emergency contacts. If the parents/guardians cannot be reached, the staff will take whatever measures are necessary for the care and protection of the child. If necessary, 911 will be called and the child will be taken by ambulance to the hospital.

Medications

- One designated staff person, usually the Program Director, must dispense all medicine. Students may not give medicine to themselves or to other children.
- All medicine must be stored out of sight in a locked container/cabinet.
- All prescription medicine must come with a copy of the doctor's instructions.
- All medicine must be clearly labeled and in its original packaging.
- Parents/guardians must sign a special permission slip for students needing medications to allow staff to administer prescription medication.

Accidents & Injuries

A general protocol for responding to all levels of injury is as follows:

- Child's immediate condition is assessed.

- Appropriate first aid measures are taken.
- Program Director will assess degree of severity for next steps.
- The staff who witnessed the accident/injury will complete an "Incident Report" which will be filed in the office and also given to the child's parent within 2 working days.

If warranted by the severity of the injury:

- The child's parent will be called.
- The child's doctor will be called.
- The emergency response unit will be called.
- If possible, a staff member will accompany the child to the nearest medical facility for assessment and treatment.
- Site personnel will continue to attempt to contact a parent/guardian to update them on the situation.
- Program Director will follow-up after the incident within 24 hours.

CPR: Childcare licensing requires at least one staff member per site to be CPR certified.

Emergency Drills

Emergency drills are to be practiced monthly throughout the year and recorded. These drills will be performed in accordance with the school's Emergency Response Plan.

Emergency Information

Students' names and contact information will be maintained at each site. This information is to be easily accessible in the event of an emergency.

Guidance Description

Student Code of Conduct

Barnard After School is committed to the idea that each student should have an enjoyable experience at the program, and the misbehavior of one student, or a group of students, should not be allowed to negatively impact the experience of others. Parents and students should be aware of the following disciplinary policy:

First Offense: Students failing to adhere to program rules or students that exhibit behavior clearly intended to offend or endanger other students, will be privately warned by the Director or Assistant and informed that subsequent misbehavior will result in meeting with the Program Director.

Second Offense: Subsequent misconduct will result in counseling by the Program Director and a warning that further misconduct will result in removal from the program. At this point, the Program Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from the program if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in suspension or expulsion from the program.

NOTE: EVERY EFFORT IS MADE TO SEE THAT EACH CHILD IS SUCCESSFUL IN THE PROGRAM. ANY STEPS OUTLINED ABOVE MAY BE SKIPPED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. STUDENTS DISMISSED FROM THE PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND THE PROGRAM.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program, but is not so harsh as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines the student, other students, or program staff members' safety in jeopardy; inflicting physical or emotional harm on self or others, vandalism or destruction of property; theft of school property or the property of another student; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant immediate dismissal.

Staff policies for behavior

Approach: The Responsive Classroom approach is used to promote, social, emotional, and academic growth through a strong, safe community. Consistency in climate and expectations between sessions and the program at large is vital. Children learn at their best when adults work together to achieve this consistency. Principles that guide our approach include:

- How children are taught is as important as what they are taught: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a well-developed set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- We must know our children individually, culturally, and developmentally.
- We must work with families as partners.
- Adults in the program must work together effectively in a trusting and respectful environment. Barnard After School believes in teaching positive behaviors (and preventing behavior problems):
 - After School Greeting: Gathering as a whole program to greet one another, share news and announcements, and an activity.
 - Classroom rule creation: Students learn to create meaningful rules that allow all class members to articulate and meet their learning goals.
 - Interactive modeling: A strategy for teaching positive behaviors that includes describing the behavior, modeling the behavior, having students tell what they notice, having students model the behavior, student practice, and feedback.
 - Positive Instructor language: Instructors use words and voice tone that are reinforcing, reminding, and redirecting as appropriate.
 - Logical consequences: Misbehavior is responded to in a way that allows children to fix and learn from their mistakes while preserving their dignity while also maintaining firm limits. The consequences depend on the situation and the individual child.
 - Classroom Take-A-Break: Children follow an established routine to take a break in the classroom as needed to prevent a behavior problem or catch it in the early stages. This is a non-punitive response so children may regain self-control and re-enter the learning environment.

The above strategies are used by Instructors with all children. (Children with identified needs and corresponding plans will have their plans implemented as agreed to by the team. The purpose of individual plans is to help the child meet the expectations knowing they may need additional or different support than other children)

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Policy It is the policy of the Windsor Central Supervisory Union to ensure that all School District employees report suspected child abuse and/or neglect as outlined in 33 V.S.A. §4911 et seq.

Purpose The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect. It is further the purpose of this policy to make clear to all School District employees and school officials that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect. Rather, it is the role of School District employees to be faithful and timely reporters of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

Definitions

1. Immediately means as soon as the abuse or neglect is suspected but in no case later than 24 hours after such abuse or neglect is suspected.

2. Suspected means the School District employee has reasonable cause to believe such abuse or neglect occurred. This does not mean that the employee must be convinced the abuse or neglect occurred. Doubts the employee may have shall be resolved in favor of reporting the suspicion. Further, the employee shall not refrain from making a report under this policy because there may be retaliation against the child, because the employee has a confidential relationship with the child, or for any other reason no matter how well-intentioned.

3. Report means an oral or written description of the suspected abuse or neglect. If the report is made orally, the reporter should note in writing the person to whom the report was made and when the report was made. A report made to DCF shall contain the following:

- the name and address of the reporter
- the name and address, if known, of the child and the child's parents or the persons responsible for the child's care
- the age of the child
- the nature and extent of the child's injuries together with any evidence of previous abuse or neglect of the child or the child's siblings
- any other information the reporter believes might be helpful

4. Abused or neglected child means a child under the age of eighteen whose physical health, psychological growth and development or welfare is harmed or at substantial risk of harm by the acts or omissions of the child's parent or other individual who may be responsible for the child's welfare (e.g. guardian, foster parent, step-parent, teacher, etc.), or in the case of sexual abuse, of any individual.

Harm can be caused by the actual infliction of harm, including physical injury or emotional maltreatment, by allowing such harm to occur, by failing to provide the child with adequate food, clothing, shelter or healthcare, or by abandonment of the child.

5. Sexual abuse means any act by a person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts sexual conduct, sexual excitement or sadomasochistic abuse involving a child. NOTE: THE LAW PROVIDES THAT SEXUAL ABUSE MAY ALSO BE SEXUAL HARASSMENT. HOWEVER, FOLLOWING THIS SCHOOL DISTRICT'S POLICY ON SEXUAL HARASSMENT DOES NOT FULFILL A MANDATORY REPORTER'S LEGAL RESPONSIBILITIES UNDER THE SRS REPORTING LAW. SUSPECTED SEXUAL ABUSE MUST BE REPORTED TO SRS.

Implementation

Any School District employee or school official, regardless of whether he or she is a "mandated reporter," under Vermont law (33 V.S.A. §4913), shall report suspected child abuse or neglect to the Barnard After School Program Director or his or her designee. If the Barnard After School Program Director or designee is the person suspected of child abuse or the person who suspects the abuse or neglect, the report shall be made to the Superintendent of schools.

Upon receiving a report, the Barnard After School Program Director, the Director's designee or the Superintendent, as the case may be, shall report the incident immediately to the Department of Children and Families (DCF).

Training

All staff shall receive training once each school year in reporting suspected child abuse and neglect. Such training shall include assistance in recognizing the signs and symptoms of abuse and neglect.

Availability of Policy

This policy shall be provided each year to the parents of students in attendance and to each employee of Barnard After School including substitute teachers.

Contacting Barnard After School

Barnard After School Program Director: Ann Behremovic

Email: barnardafterschool@gmail.com

Website: barnardafterschool.weebly.com

Phone: 234-9763